impelPRO

User Guide

NMR agrisoft

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Introduction

Getting started

Welcome to the *impel*PRO User Guide, designed to help you make the most of "the most powerful software known to farmkind".

We want you to gain maximum benefit from the wealth of user friendly features packed into *impel*PRO and to help you, we provide the following assistance:

- User Guide *(you're using it now)*
- On Line Help and *impel*PRO Manual *(click on Web or Help in impelPRO to access these)*
- Training Courses at colleges or on farm *(contact your NMR Area Field Manager for details)*
- Telephone support from NMR Agrisoft on 01423 851351 *(during office hours, 8am- 5.30pm Mon- Thurs, 8am- 5.00pm Fri)*

You'll probably find that the best and quickest way to learn about *impel*PRO is to experiment with it, using any of the assistance above to clarify any questions you have.

We're here to help you – we want you to maximise your herd potential with *impel*PRO, so please use as much of this help as you need to make *impel*PRO work for you.

About *ImpelPRO*

*impel*PRO is a flexible modular dairy management software program; designed to be simple enough for use by novice users, but with the flexibility to grow to cater for the demands of expert users.

Throughout *impel*PRO the emphasis is on simplicity and user-friendliness, and the processes have been made as intuitive as possible. By bringing your records onto the computer, *impel*PRO will help you keep on top of the increasing burdens of legislation, as well as giving you powerful analytical tools to maximise the value of your herd data.

*impel*PRO's modular structure means that you can start with the core Command module and then add on further modules as your experience and requirements grow. Thus the software is as flexible as possible, meaning you only pay for the functionality you really need.

*impel*PRO is sold and supported by Agrisoft Ltd, a division of National Milk Records. *impel*PRO integrates seamlessly with the milk recording services offered by NMR.

About this manual

This manual has been reduced to the bare essentials, in order to give you the information you need to use *impel*PRO efficiently and effectively. We've cut out the waffle, to try to point you in the right direction with the minimum of effort. This manual includes information on the Command, Prediction, Health, Movements, Farm Assurance, Breeding and Feed modules and will be updated as further modules are produced.

Split up into logical sections, the manual provides a step by step guide on how to use all the important functionality within *impel*PRO. To find sections of interest, please refer to the Contents page.

Mouse clicks

Wherever the text says click, this means double click on the left mouse button. On the rare occasions when you need to use the right mouse button, we will tell you so.

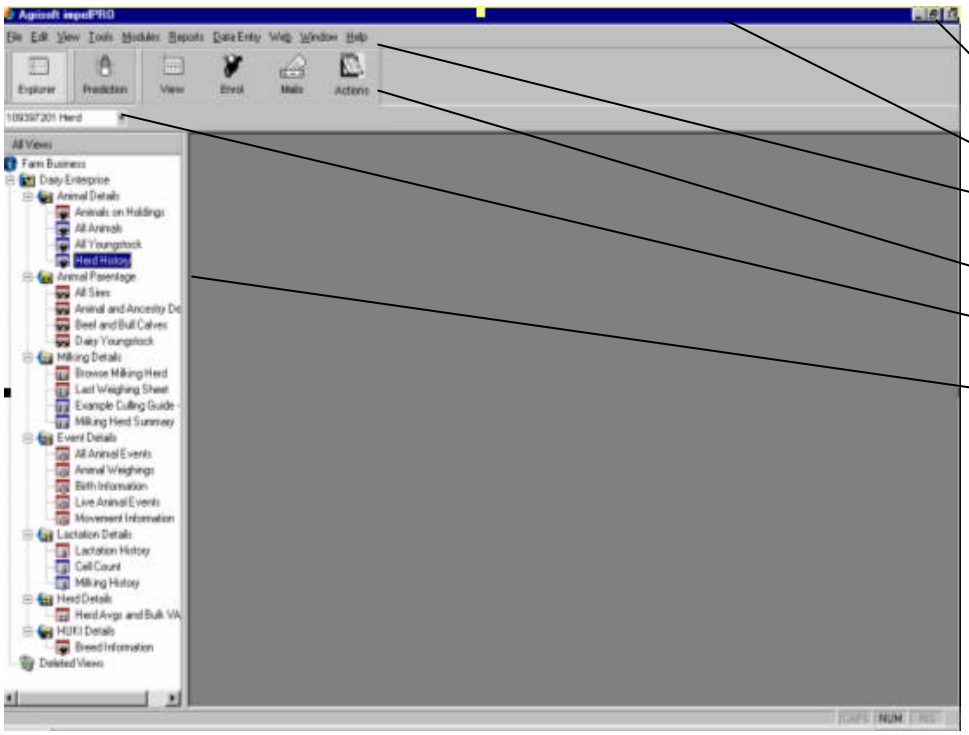
First Steps

Launching *impel*PRO

In order to start *impel*PRO, click on the *impel*PRO icon on your desktop….

impelPRO

You will now see the basic *impel*PRO start- up screen….

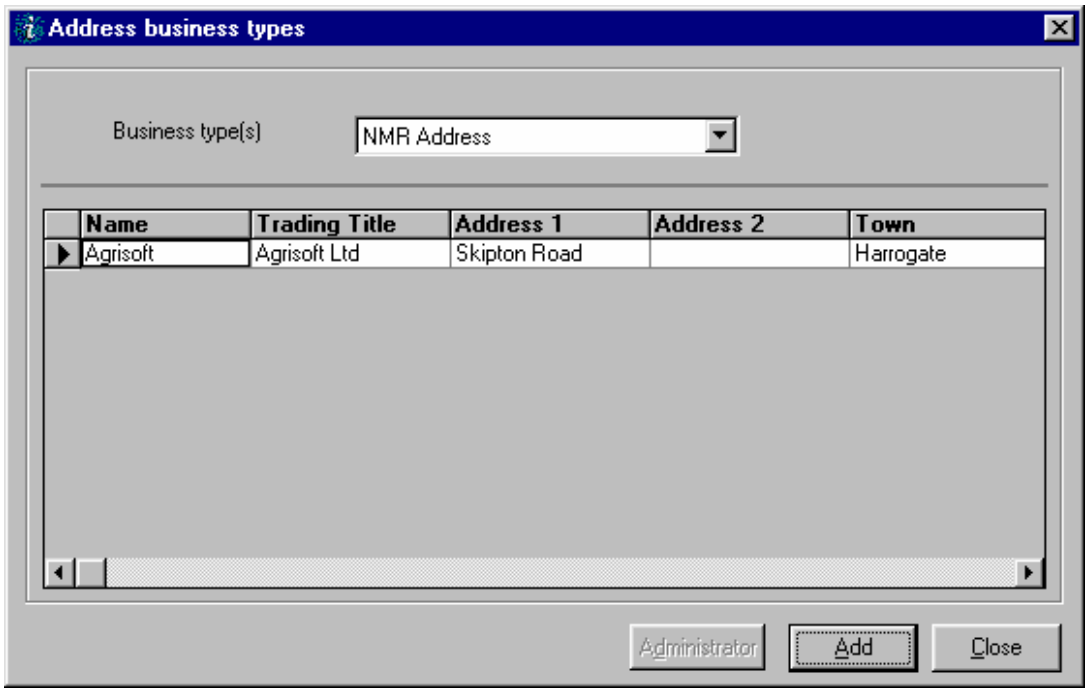


Personalise *Impel*PRO

When you register for *impel*PRO, you will receive a monthly data disk to import into your system. This will automatically populate all you Herd details as held at NMR. However, there are a few parts of *impel* PRO which allows you to enter data for different aspects of your business, as follows:

Address Business Types

This is a place to record frequently used addresses, for example for your suppliers. Select your business type from the Business type(s) box. Click **Add** to add new entries. To edit details, right click on the line containing those details and then click on **Edit**.



Restricting Access to *impel*PRO

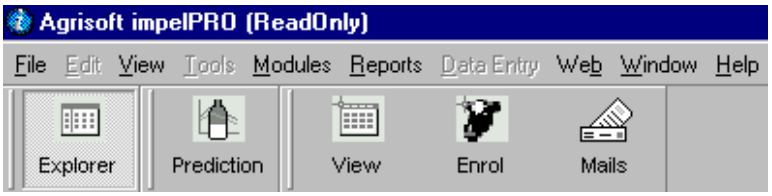
You can restrict access to *impel*PRO by clicking on **Tools_ Options_ Password Settings**.

A password can also be set to allow access to a **read only version of the program**. This setting allows animal data to be viewed but will not allow the user to edit or enter any data.

To set the passwords for read only you must first select the option to "Use individual passwords for *impel*PRO" Once you have chosen this you will immediately have to enter two passwords one to be your "Data entry *impel*PRO password" and one to be your "Read only *impel*PRO password"

Once filled in click on OK. Next time you open the program you will now have to enter a password and will need to choose which password to enter, depending on if you just want to view your data or if you want to enter or amend your data.

When *impel*PRO is in Read Only mode the title bar and tool bars look like this:



To re-allow entry into the program without using a password, simply click again on **Tools_ Options_ Password Settings** and choose "Allow entry to *impel*PRO without a password" and click OK.

Integrating with NMR milk recording

*impel*PRO links seamlessly to NMR's milk recording service and helps you maximise the value of your monthly herd data. When you enrol for *impel*PRO, we will automatically send you a floppy disc containing your latest recording data. However, we recommend that for the second and subsequent months you download your data from the Internet, benefiting you with a more rapid data receipt than would be possible by post.

The process of integration falls into several key stages:

Event entry

Over the course of the month, we recommend that you enter all animal events into *impel*PRO, ensuring that your records are kept fully up to date at all times. Please see the section on event entry to find out how to do this. This will ensure that on recording day, your herd data is ready to be passed on electronically to NMR.

Passing animal events to NMR

There's no need for the NMR Milk Recorder to take away written events, because these can all be downloaded to floppy disc. To do this:

Click on **File_ Export to Sabre** and follow the simple instructions to download your animal events to the floppy disc.

As a back up, we ask you to click on **Reports_ Contractors List** and print out the lists which are generated.

These lists are also needed to let the Milk Recorder know any identity changes you have made on any of your animals.

NB: Identity changes and line number changes currently do NOT automatically get passed to NMR when just doing the export to Sabre.

Please hand over both the floppy disc and the printed reports to your NMR Milk Recorder.

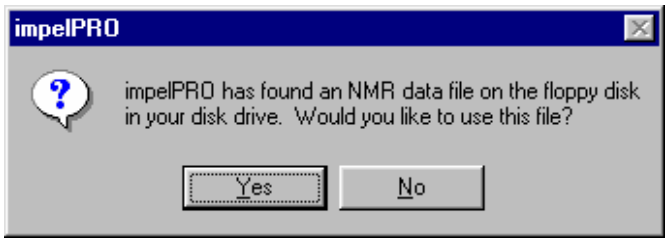
Downloading your sample results from NMR: Floppy disc or Internet

When you first receive *impel*PRO, we'll send you your herd data on a floppy disc, for import into *impel*PRO. For your information, the data is supplied in what is known as the "CDL" format. To download this data follow these instructions:

Download from floppy disc

- Insert the floppy disc into the A: Disk Drive
- Click on **File_ Import_ From NMR**…….

The following screen will appear:



To import, click on **Yes**.

Download from the Internet

We recommend you download your data from the Internet every month, rather than from floppy disc. Before you start, you need to ensure that you have an Internet ac count. You can use any Internet Service Provider (ISP) for this, although for technical reasons we advise you not to use AOL or Compuserve.com. These ISPs will not transmit certain emails to BCMS in the correct format for animal movement notification.

To begin, log onto the Internet in your normal way and open *ImpelPRO.* Click on **Web_ Data Download** and you will connect to the NMR website.

You are now visiting the NMR website on the Internet.

If this is your first visit, you will be asked to register.

Click on register.

Fill in all your details and wait for an email back from NMR within two weeks confirming your username and password.

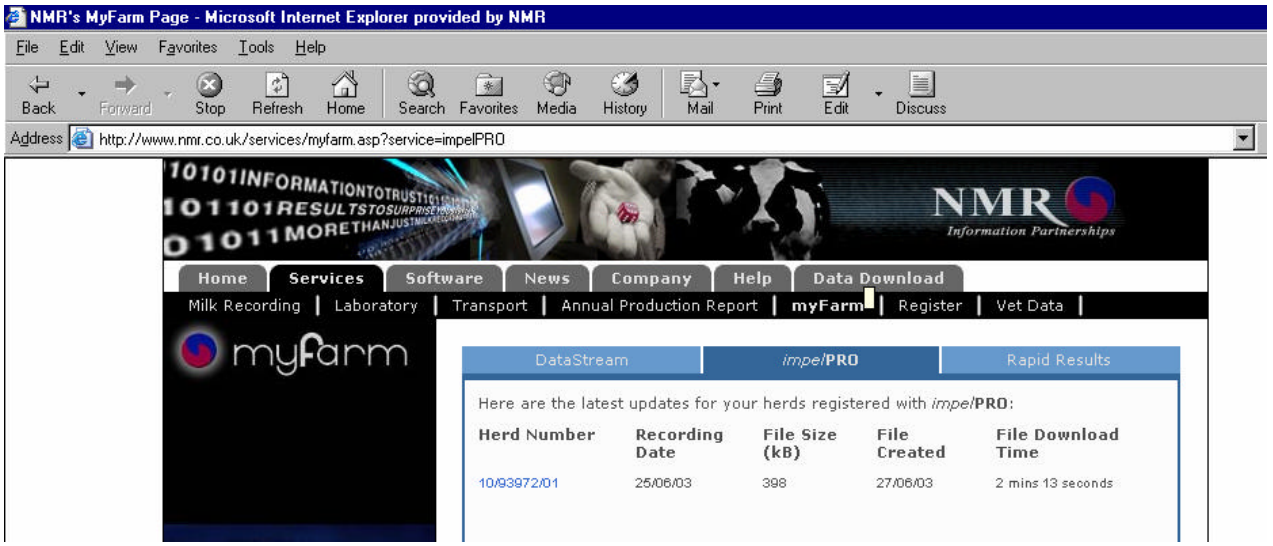
Shortly after your next milk recording, you will receive an email from NMR to inform you that your data is ready to be downloaded.

Please note that when you register for Internet download, we will stop sending you floppy discs by post.

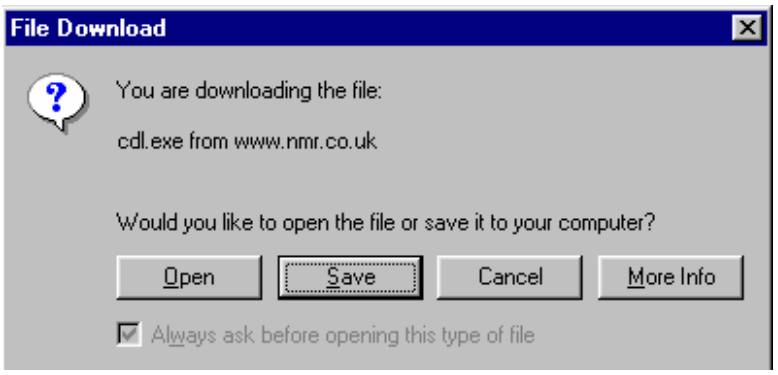
Tutorial for downloading *impel*PRO data updates

Step 1 – Fill in your username and password to reveal the following screen:

Step 2 – Click on the *impel*PRO tab in the middle of the screen to reveal your herd number and data download details .

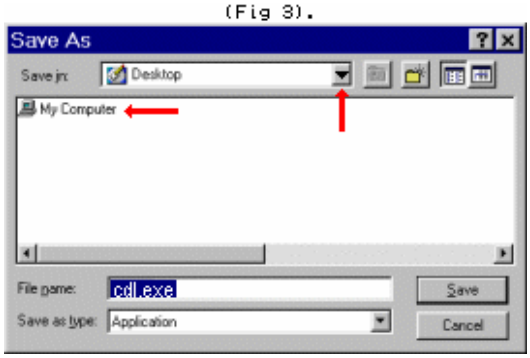


Step 3 – Click on your NMR Herd Number and you will be asked about downloading your data, as follows:

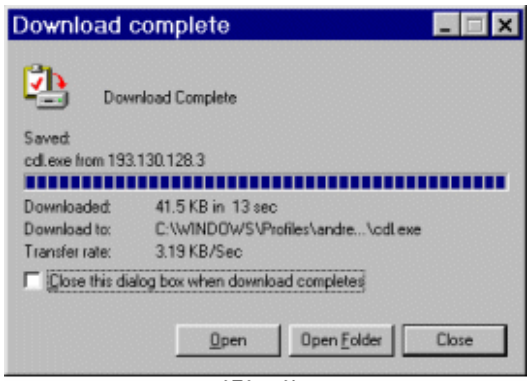


You now need to **save** the data file to your hard drive. A good place to save this is in the folder "My Documents" on the C:\ drive. Click on the down arrow beside the "Save in" window, (see Figure 3) to select "My Documents". Once your chosen path is showing in the "save in" window click on the Save button.

(Fig 3).



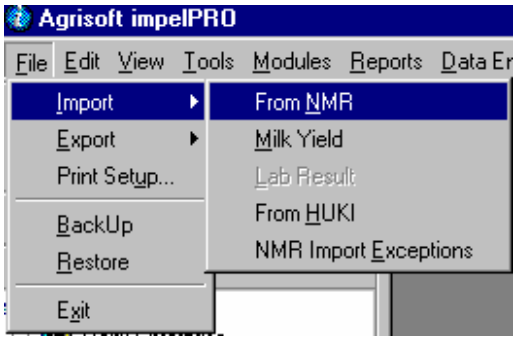
Step 4 - Once your Download is complete, click on the Close button on the Download Complete box (see Figure 4). You can now close your Internet browser (from the file menu) and disconnect from the Internet.



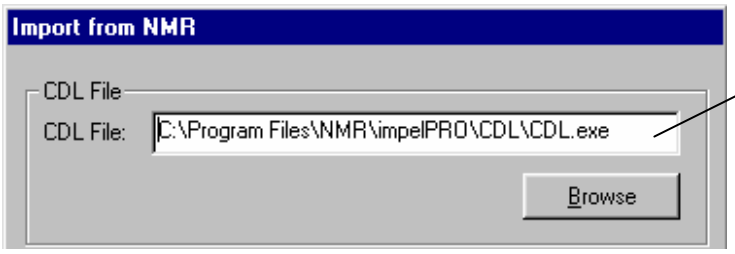
(Fig 4).

Importing the data into *impel*PRO

Steps 1 – Open *impel*PRO, and then click on **File_ Import from NMR**



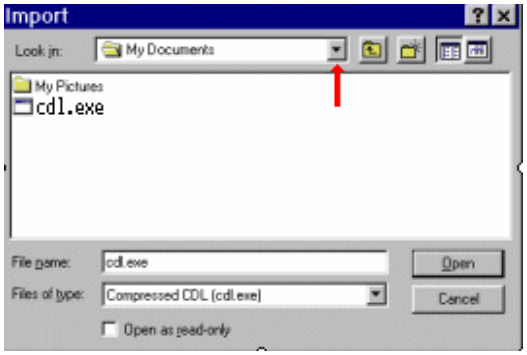
Step 2 - When the "Import from NMR" box appears, the import path may default to the path:



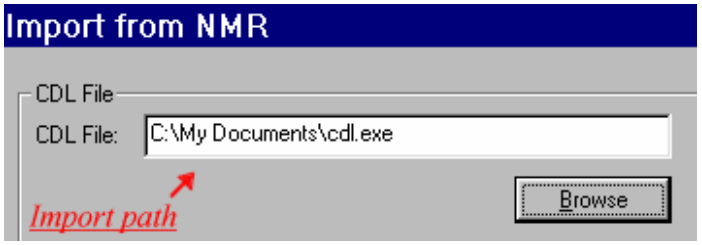
This needs to be changed to the "My Documents" folder by clicking on the Browse button.

Step 3 - After clicking the Browse button an Import box will appear. The "Look in" path needs to be showing as "My Documents".

If the path is incorrect you can change it with the down arrow as indicated below. You may need to click on "My Computer", then the "C" drive, then "My Documents". When you have located the file, double click on it.

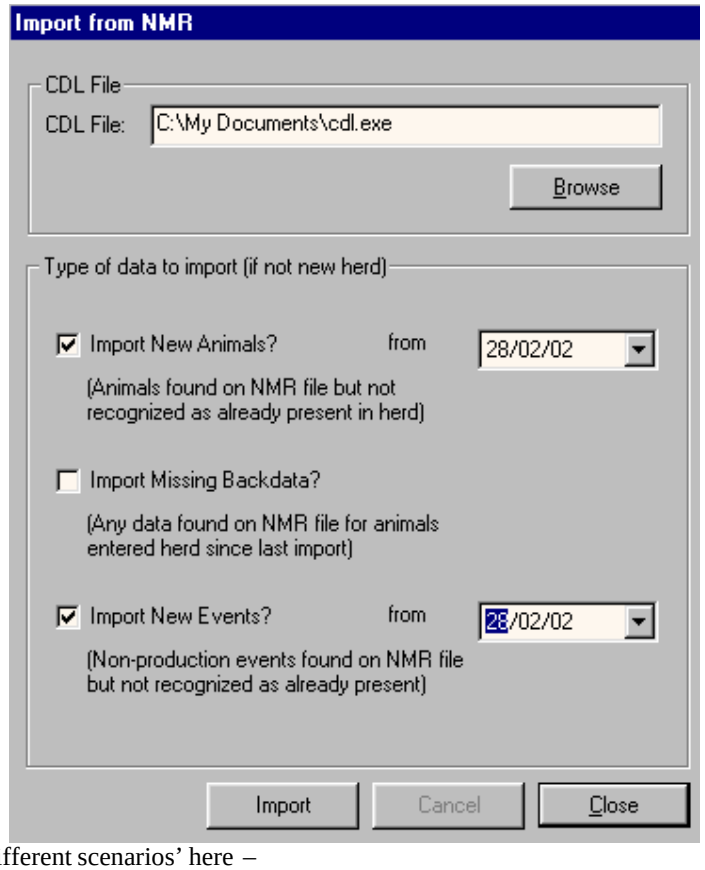


Step 4 - You will then come back to the "Import from NMR" box and the import path should be as shown here:



Step 5 – Before you click on **Import** you will need to look at the import options which are displayed as below:

Tick boxes on the import screen



There are three different scenarios' here –

a) Users who input all the information directly into their *impel*PRO.
b) Users who input all the information via their NMR Field Technician
c) Users that put some information into the *impel*PRO and some via their Field Technician

The correct Import procedure for each scenario is as follows:

a) You do NOT need to tick any of the boxes, simply choose **Import** and your latest milk weights and test results will be imported into your *impel*PRO.

b) You need to tick the top and the bottom box to import new events and new animals and then use the drop down calendars against each box to move the dates back to before the previous recording. By doing this you import all your latest milk recording details, and all the events for your herd that have taken place since your last import.

c) You need to tick the top box and roll the date back if your Milk Recorder has recorded your new animals this month. You need to tick the bottom box and roll the date back if your Milk Recorder has recorded all your events this month. By doing this you will update the *impel*PRO with your latest milk recording details and also any information your Milk Recorder has recorded that you have not already inputted into the program.

The middle box is for scenarios a) or c) where the user has purchased in adult animals from another NMR recorded herd. In this case you will need to tick this box also to bring across all the newly purchased animals previous events and milking details.

Once you have selected your tick boxes simply click on the **Import** button.

NB: It can take up to an hour to import your data.

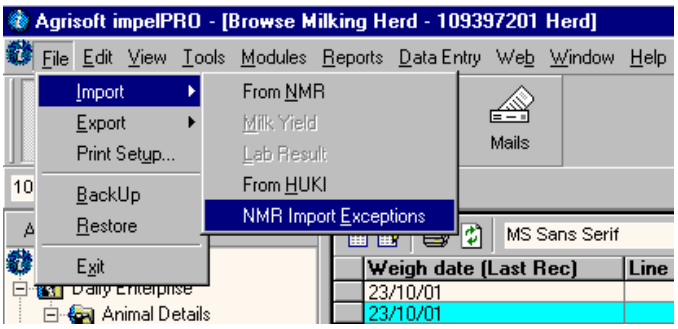
Import Exceptions List

This is a list which can be viewed post import. Data items which could not be imported into your *impel*PRO will appear on this list with the reason why they could not be imported.

For example, if an animal in your *impel*PRO is recorded as being dried off but NMR have milk weights to enter for this animal, the milk weights would not be brought across with the import of your data because of the dry event. In this situation the animal would appear on the exceptions list with: the animals' identity, the event NMR has, and the reason why this event could not be brought into the *impel*PRO.

To view this list, click on **File_ Import_ NMR Import Exceptions.**

This list is only updated after the import of a CDL monthly data file.



Importing milk yields into *impel* PRO

*Impel*PRO version 1.6 contains a new functionality that will allow users to import their latest milk yields into the program. Yields can be imported from the following:

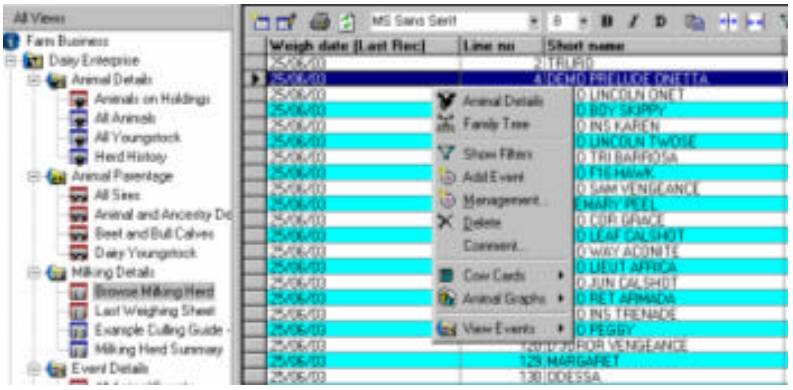
- Fusion Afimilk — Out put file - Day_milk.dat
- Alpro for windows versions 4 and 5 — Out put file - Agisout.dat for
- Alpro for windows version 6 — Out put file – Yields.txt
- NMR Sabre — Out put file - herdnumber.tdp

In the following sections we will now explain each module in *impel*PRO in detail.

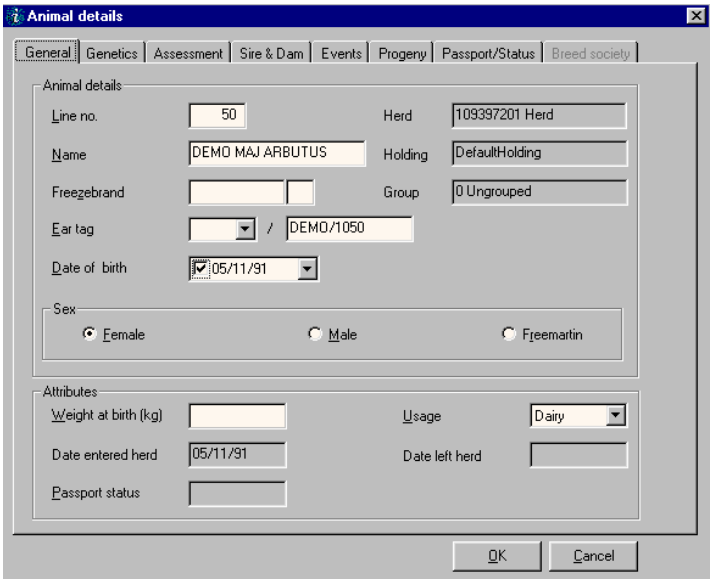
Command Module

Animal Details

You can use *impel*PRO to view or amend full details about a selected animal. First of all, you need to open one of the Views showing animal level details, under **Animal Details** or **Milking Details**. Now right click anywhere on the line containing details of your chosen animal, to reveal a menu…..



Select **Animal Details** and you will see a series of "tabs" across the top of the screen, which can be selected to reveal basic animal information entitled **General, Genetics**, **Assessment**, **Sire & Dam, Events, Progeny** and **Passport Status**. To amend any details e.g. to retag an animal, highlight the animals current eartag with your mouse then overtype this with the animals new eartag and click on OK.



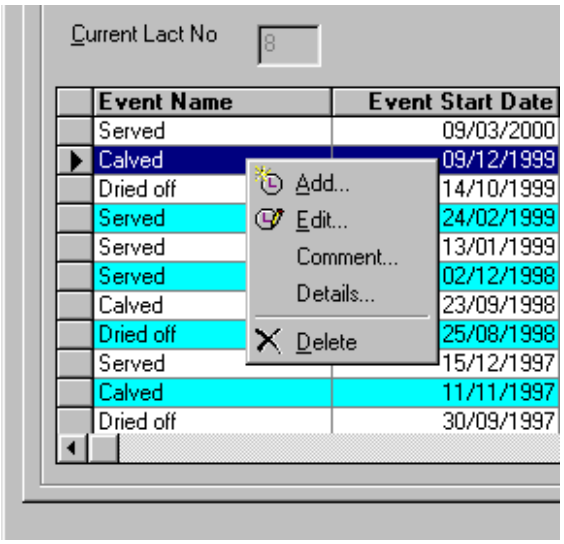
Changing Line Numbers

The above screen is also the place where Line Number changes can be put into *impel*PRO. Line numbers must be changed in the program as well as with NMR; **these changes will NOT be updated with your monthly data import**.

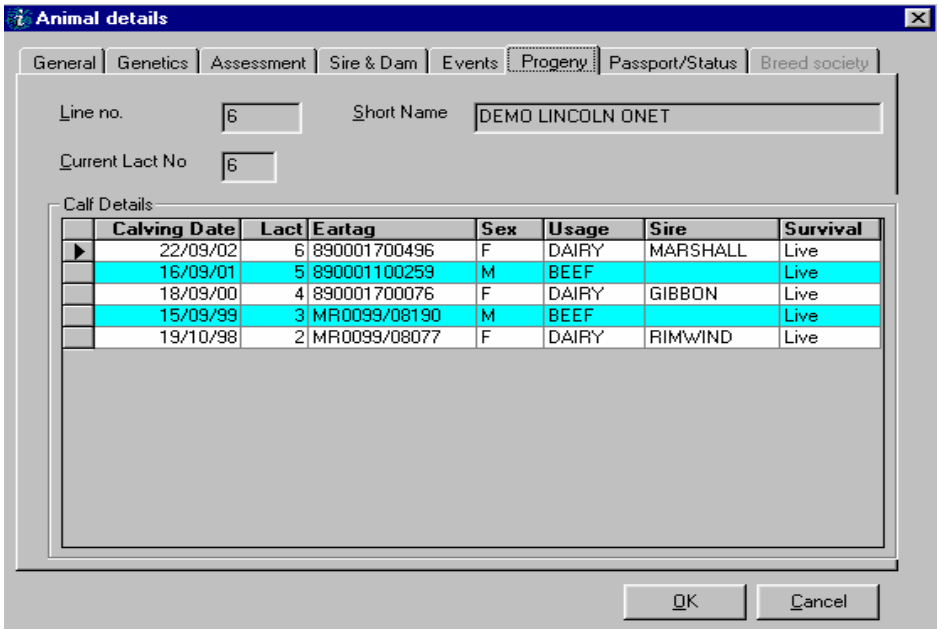
The best time to change your line numbers is prior to the animal calving e.g. at the time of freeze branding. Do not change the line number of an animal in the program the same month as the animal calving. To change a line number open the screen above, highlight the old line number then over type this with the new line number and click **OK.**

After you have clicked OK you will be taken back to the current view you had open. Please note you must refresh this view before the line changes you have made show up, simply click on the **Refresh** button from the tool bar of the view.

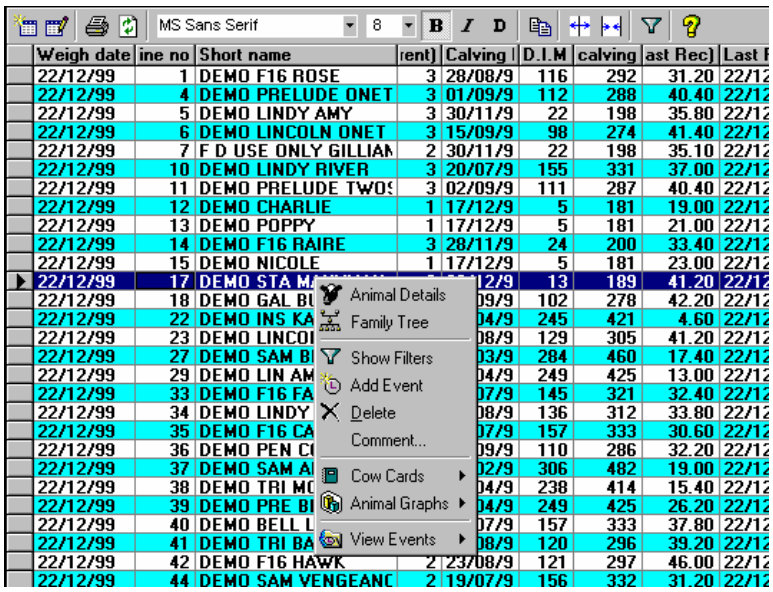
If you click on the **Events** tab from the Animal Details screen, you will find the complete event history for that animal. You can add further events, edit existing events and add comments and details to existing events. You can also delete incorrect events if you wish. All this is accessed through a right click on the line containing the event.



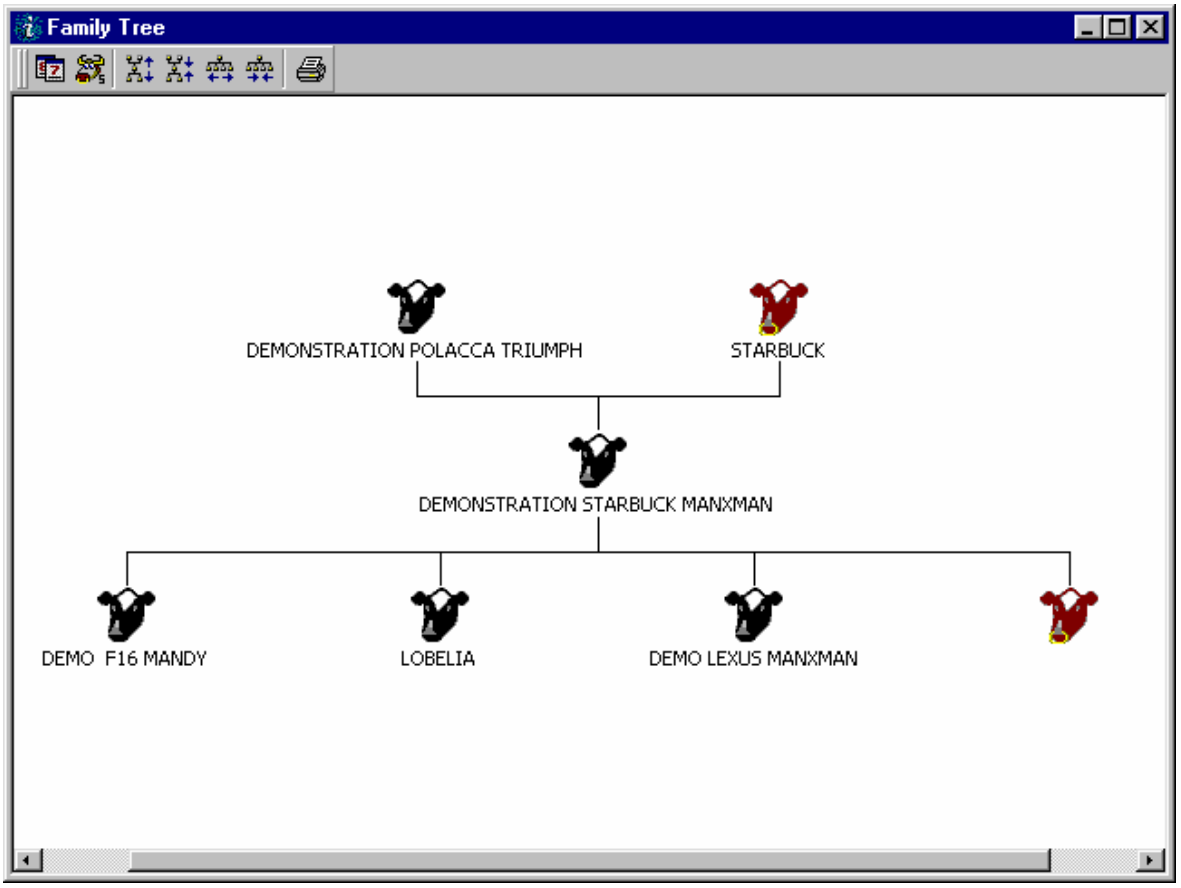
The **Progeny** tab provides a list of all offspring for that animal, regardless of whether they are still present in the herd.



If you select **Family Tree** from the menu,



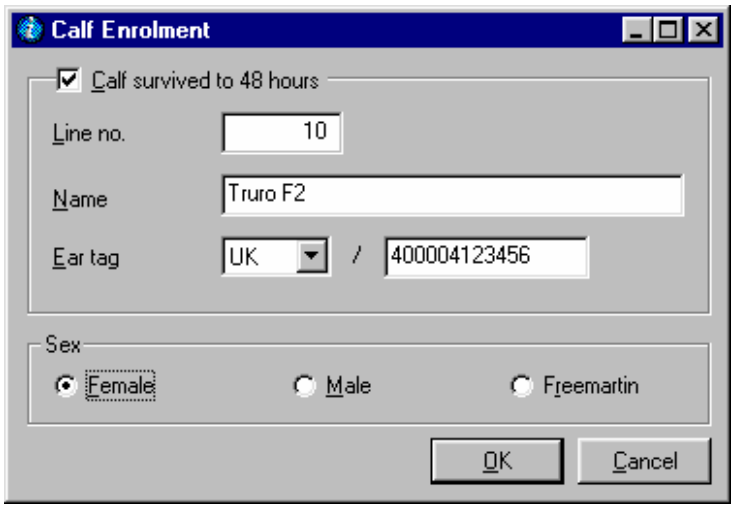
you will reveal an informative diagram. You can click on the icons at the top of this view to select and de-select Date of Birth and Sire details, to adjust the layout and to print the screen….



Enrolling animals

Animals born in the herd

For animals born in the herd, it is normal to enrol the animal through a calving event recorded against the dam. Sire and breed details should already have been entered as part of the service event 270 days earlier.



Please note that when entering alphanumeric eartag details, you need to ensure that there are no spaces or slashes in the number you insert. *impel*PRO will automatically check that you are entering the correct format for eartag numbers and will check that this is compatible with the date of birth of the animal.

Animals purchased into the herd

Click on the large **Enrol** icon at the top of the screen and the **Enrol Wizard** will ask you for the information needed to enter the new animal, by taking you step by step through a series of data entry screens.

When you are happy with the information that you have entered on each screen, click on the **Next** button.

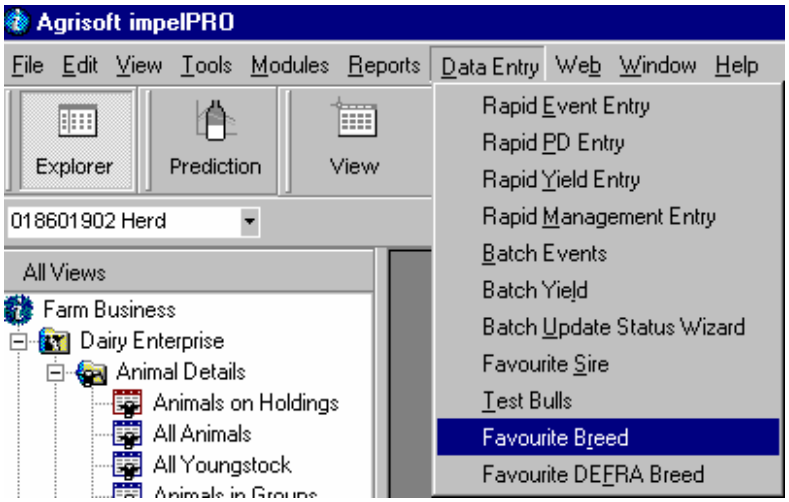
If you wish to amend details in a previous screen, click on the **Back** button. If you wish to quit altogether, click on the **Cancel** button.

When you are happy with the information you have entered, please click on the **Finish** button.

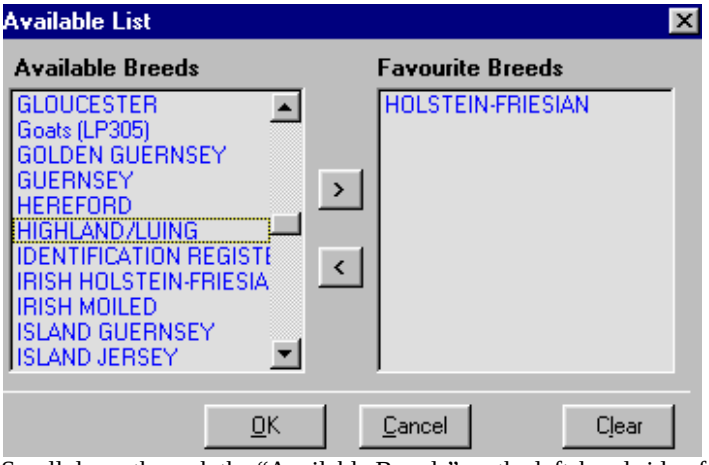
Favourite Breed lists

When entering the breed of an animal you can make use of the favourite breed lists. Once set up, these lists reduce the number of breeds available when entering the breed name of an animal.

To set up the Favourite Breeds lists click on **Data entry_ Favourite Breed.**



The following screen will appear:



Scroll down through the "Available Breeds" on the left-hand side of the screen. Now simply highlight the breeds that you use in your herd with one left mouse click and press on the > right arrow, the breeds you have chosen will now appear on the right hand side of the screen. Now click on OK

This has now set up your favourite breeds, which means that everywhere in the *impel*PRO where you have to select the NMR breed of an animal, e.g. when enrolling new animals or calves, the list from which you must choose the animals breed will have been condensed to show only the breeds you have chosen.

To condense your **Favourite DEFRA Breeds** lists you do this in the exact same way but choose **Data entry_ Favourite DEFRA Breed.**

Entering Events

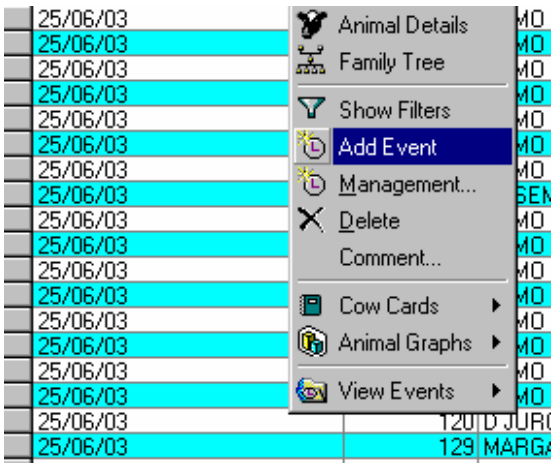
To maximise the power of *impel*PRO, it is important that you enter events for your animals as frequently and accurately as possible.

There are three ways to enter events, either for one animal at a time **(Single Event Entry)**, the same event for more than one animal **(Batch Event Entry)** or various events for various animals **(Rapid Event Entry).**

Single Event Entry

Open one of the views which show all the animals in your herd. The **Browse Milking Herd** or **Milking Herd Summary** reports are ideal for this purpose.

Right click anywhere on the line which contains your chosen animal's details and click on **Add Event**.

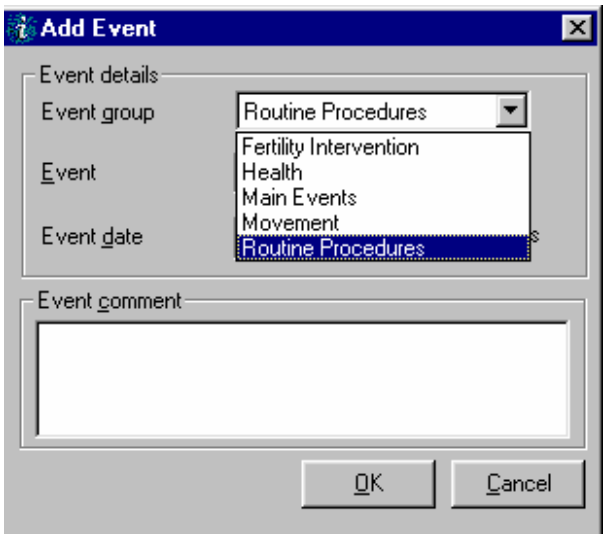


Event groupings in *impel*PRO

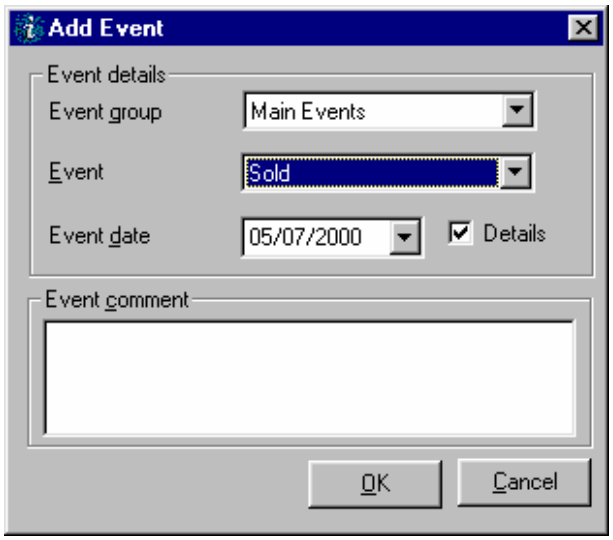
For your reference, in *impel*PRO, events are grouped as follows:

Fertility intervention	Health	Main Events	Movements	Routine Procedures
Oestrus not observed Post natal check Pre-breeding exam Retained foetal membrane Synch of uterus Vulval discharge	Bloat BVD Dermatitis Digestive disorder Hypomagnesaemia Infection Injury Joint ill Ketosis Lameness Lepto Mastitis Milk fever Navel ill Other health disorder Pneumonia Scours	1x Milking Abortion Barren Bulling Calved Dried off End Suckling Served Suckling	Birth Dead Sold Transfer	BVD Vaccination Castration De-horning Foot trim Lepto Vaccination Other routine treatments Preventative Therapy Test/ Results Vaccination Weaning Worming

Click on the **Event group** drop down box and select the appropriate option.

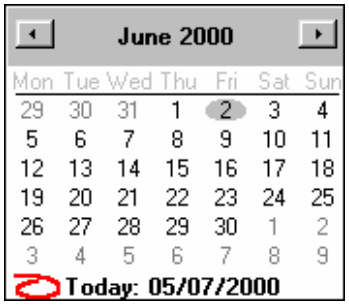


Now click on the **Event** drop down box and again click on the appropriate option.



Please note that you can type extra information into the **Event Comment** box, but only after you have selected an **Event Group** and an **Event**.

Click on **Event Date** to reveal a calendar, from which you can select the appropriate date for the event.

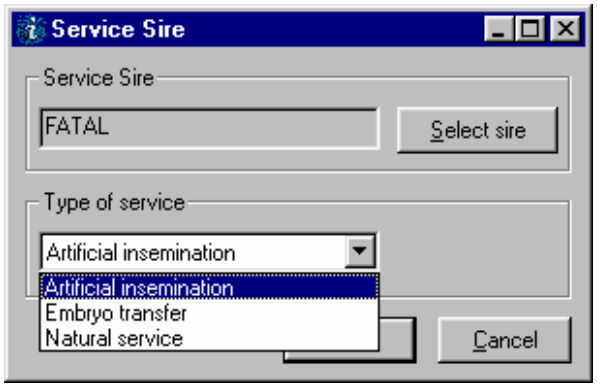


If the event has today's date, no action is needed, as this will appear in the window automatically. To enter the event, click on **OK**.

In most cases the event will now be saved but in the following cases you will be asked for additional information.

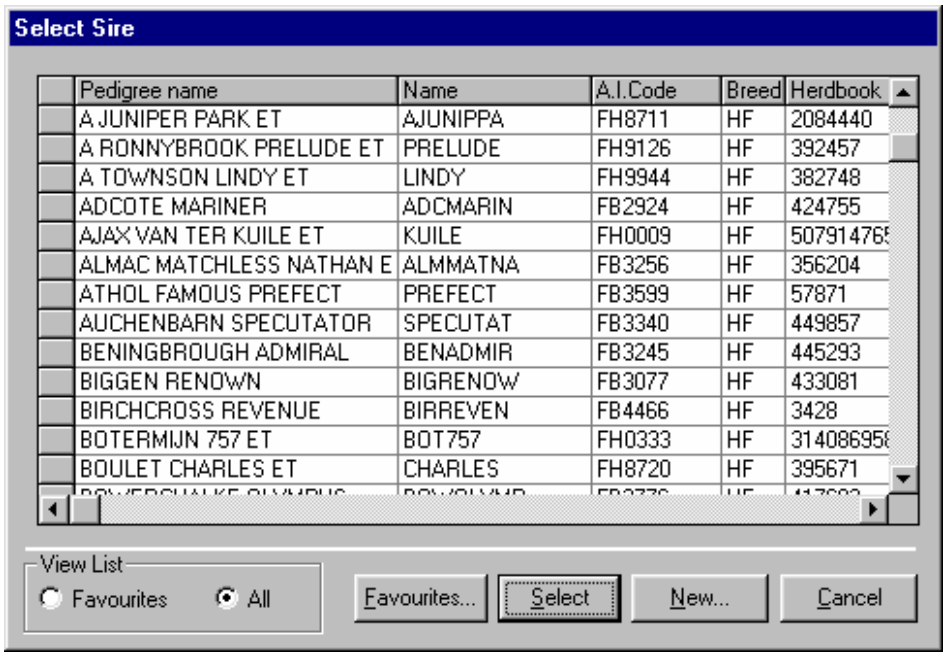
Service Events

If you have entered **Main Events** and **Served**, you will be asked for details of the service sire and the type of service.



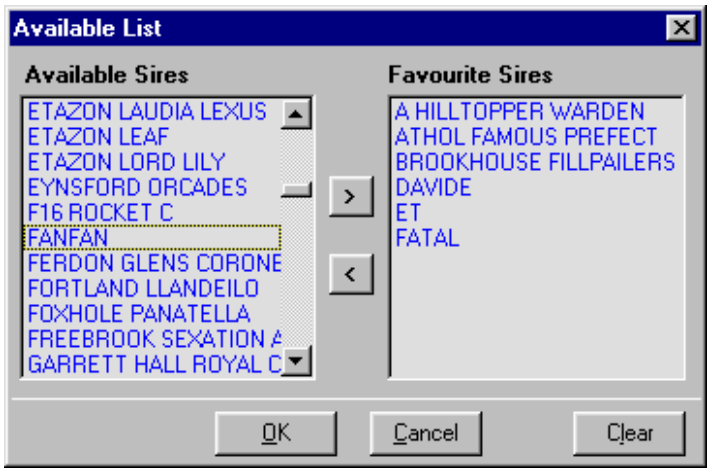
To select the sire, click on **Select Sire** and choose from the list. *impel*PRO will provide you with a list of all the sires of animals in your herd, where these are known to NMR.

To add a new sire, click on **New…** and complete the details.



It is normal to use only a small number of sires from the total list at any one time. To avoid scrolling down the entire list each time, you can add your current sires in use to the Favourites list. To view the Favourites list, click on the **Favourites** tick box above (bottom left).

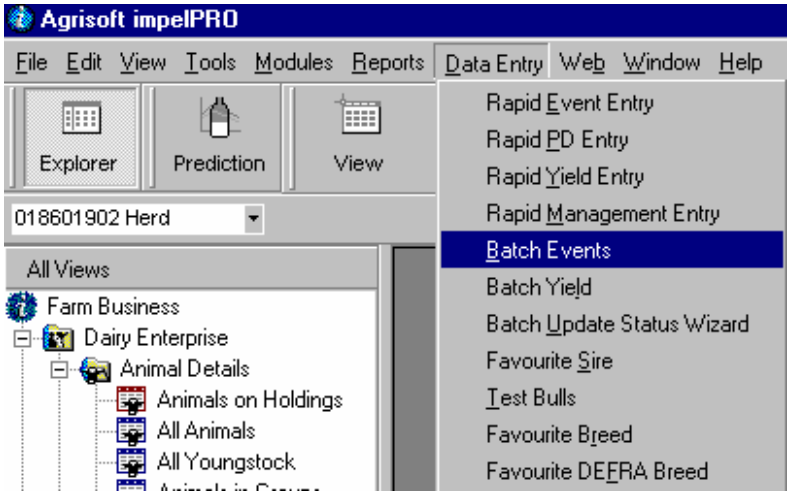
To add to the Favourites list, click on the **Favourites** button then double click on your chosen sires to transfer them to the **Favourite Sires** list on the right (see below).



Batch Event Entry

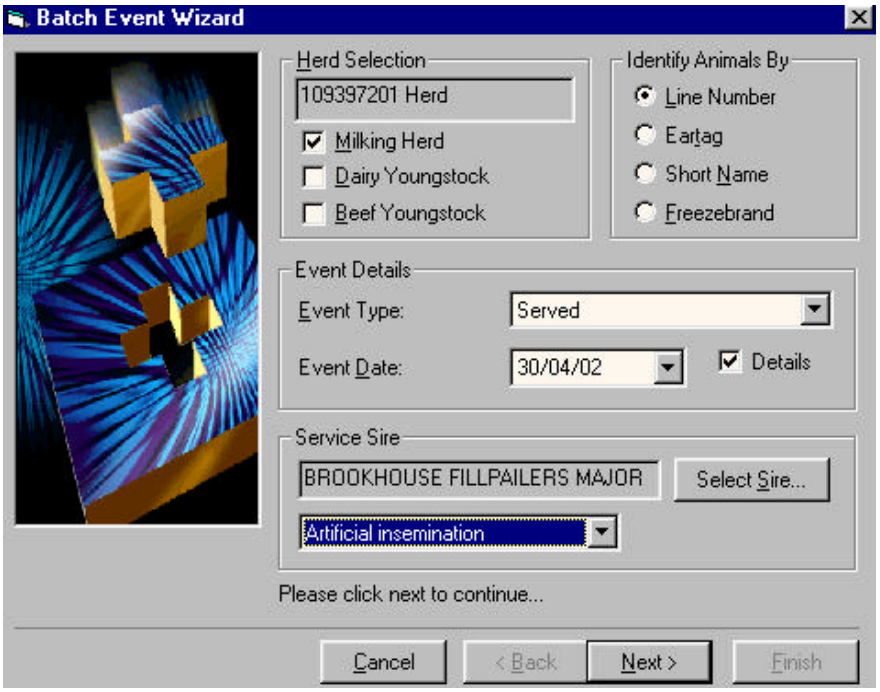
If you need to enter the same event for more than one animal, the **Batch Event Entry** option can save you a lot of time. For example, if you were to serve a batch of heifers on one day with one bull you would use this feature. A batch event has a wide range of events that can be entered, such as Movements, Bulling, Test/ Results, Dried off etc.

To use Batch Event Entry, select **Data Entry_ Batch Events**….

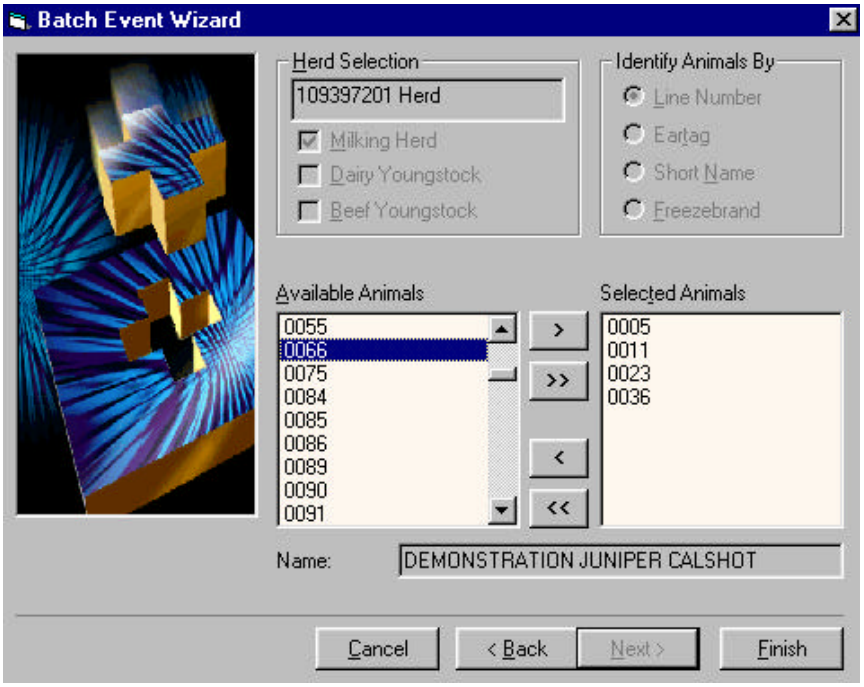


The Batch Event Wizard will appear, into which you should put the relevant details. If you want to work only with your Milking herd animals click on the **Milking Herd** box.

Ensure that you click on Line Number, Eartag, Short Name or Freezebrand as appropriate. When you have completed this screen, click on **Next >**.



The wizard will now ask for details of which animals are affected. Either double click on the relevant animals or click on the animal then click on the **>** button. If you wish to select all your animals, then simply click on the '**>>**' button. When you have completed your animal selection, click on **Finish** and the information will be saved. You can de-select animals by double clicking on animals in the Selected Animals box.

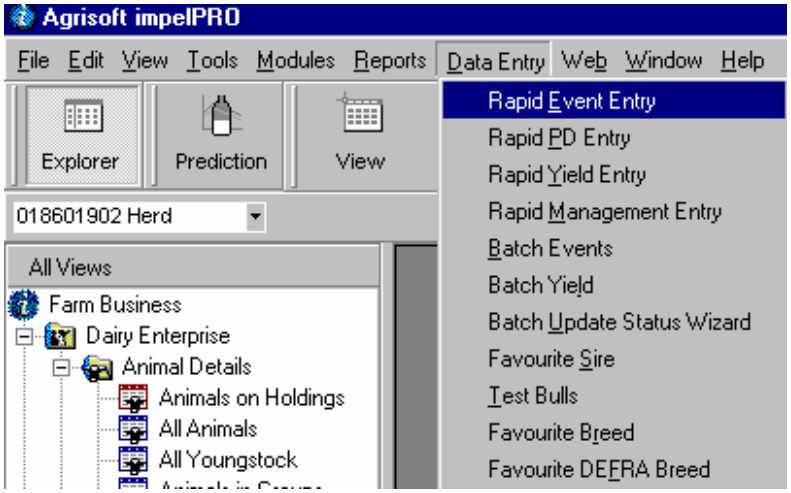


If for any reason the Batch Event Wizard has not been able to enter an event against a particular animal, the rejected animal(s) will appear in a list. The most likely reason for this is where the event is biologically impossble, or because you need to change an entry - e.g. change PD +ve to PD -ve.

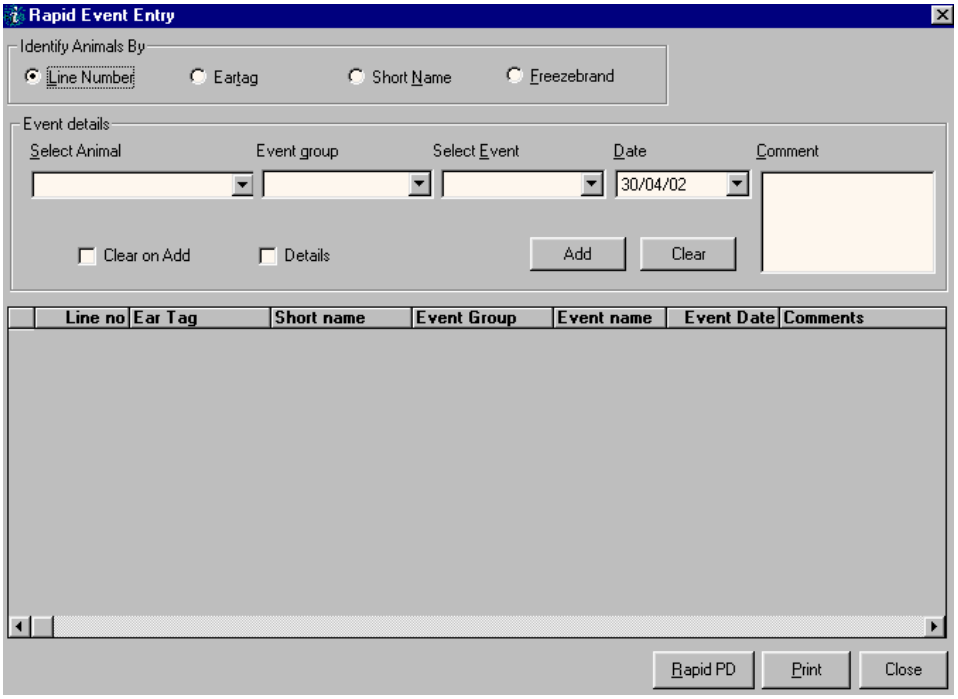
Rapid event entry

Rapid Event Entry allows you to enter a number of events quickly, from one screen, without having to find and select individual animals. This option is designed so that you can type in all the information from the keyboard, with or without the mouse. This is the recommended way of entering most events.

Click on **Data Entry_ Rapid Event Entry….**



to reveal the following screen….



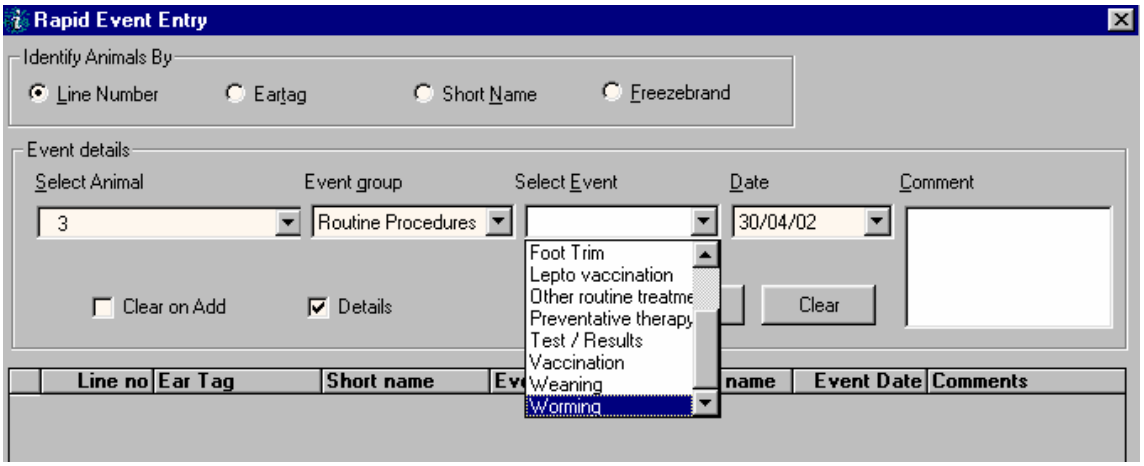
Click on the appropriate button to select whether you want to identify your animals by Line Number, Eartag, Short Name or Freezebrand.

To enter events, tab or use the mouse to move to the **Select Animal** box. Either type the required line number or select from the drop down box. Tab across to complete the remaining boxes. In each case it is quickest if you type in the first letter of the event. Note that you can only use the pre-coded events. To qualify an event with extra information you will need to use the comments box.

Tab to the **Add** button, and if you are happy with your entry hit **Enter** on the keyboard or click on **Add**.

If you have entered an event which requires additional information (e.g. service, calving) you will be prompted for it at this point.

Once you have completed all the information your entry will be displayed on the bottom half of the data entry screen, and the cursor will be returned to the Select Animal box to start the next entry.



Clear on Add

If you select this option, the data in each drop down box will be cleared when you click on **Add**. Do not tick this option if you wish to enter the same information for several animals.

Click on **Clear** if you wish to clear the contents of the drop down boxes at any time.

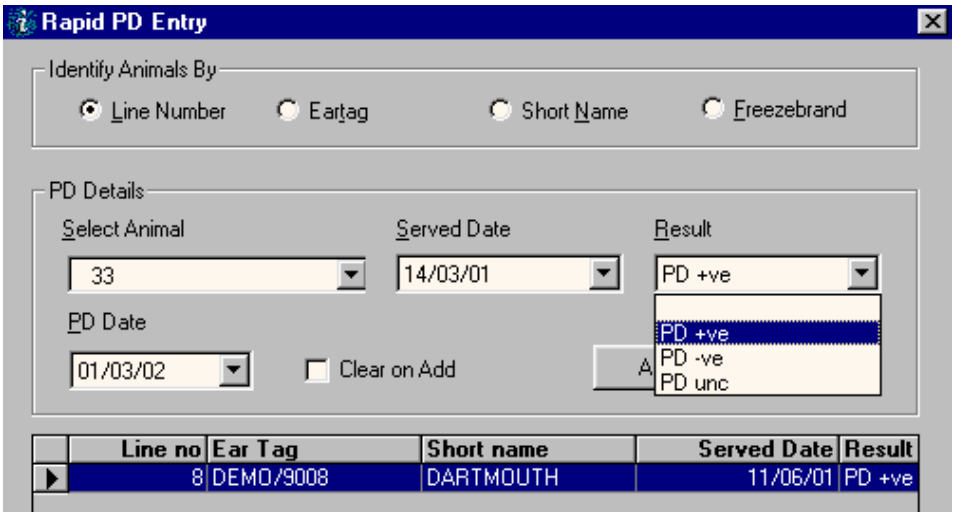
Printing

If you wish, you can print the information by clicking on the **Print** button.

PD Results (Rapid Entry)

Use the Rapid PD Entry facility to enter PD events for one or more animals.

This option is accessed either through **Data Entry_ Rapid PD Entry** or by clicking on the **Rapid PD** button in the Rapid Event Entry window (see two screen shots above)….



Select the animal. If the cow has been served more than once, select the service date to which the PD result refers. Click on the **Result** box and select the required result. Change the PD date to the date of PD exam. Click on **Add** and repeat as required.

Management Grouping

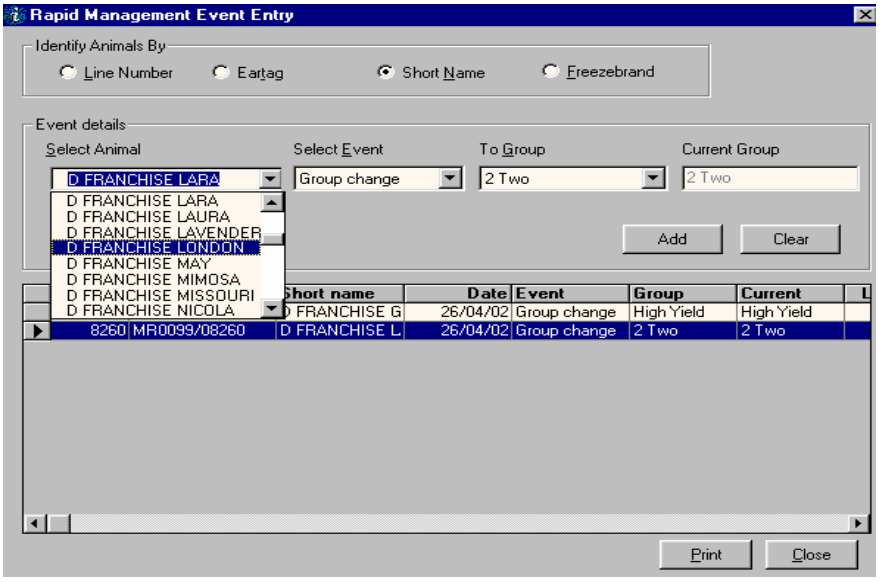
All animals in your herd will be defaulted to being 0 -Ungrouped. You can change the group that an animal is in by using several different methods. The fastest way to group a large number of animals at once is by using the "Rapid Management Event Entry" screen.

To use this screen click on **Data Entry_ Rapid Management Event Entry.** You fill out this screen in exactly the same way you use the "Rapid Event Entry" screen.

First choose how you want to identify the animals, you can choose between Line Number, Eartag, Short Name or Freezebrand. Click once to place a dot against the criteria you want to use. To change the group of an animal, tab or use the mouse to move to the **Select Animal** box. Now select the animal you want to change from the drop down box. Tab across to complete the remaining boxes.

Tab to the **Add** button, and if you are happy with your entry hit **Enter** on the keyboard or click on **Add.**

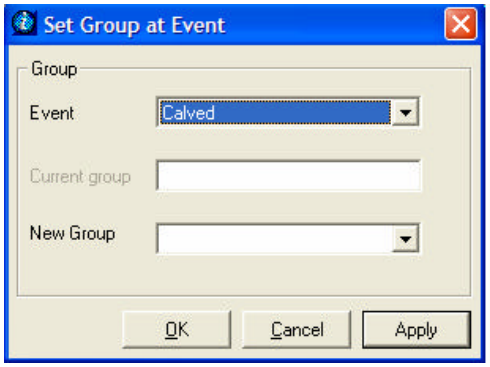
Once you have completed all the information your entry will be displayed on the bottom half of the data entry screen, and the cursor will be returned to the Select Animal box to start the next entry. When you have completed all of your group changes you can print the information by clicking on the **Print** button. If you do not wish to print this out, simply click on **Close** and your changes will be applied.



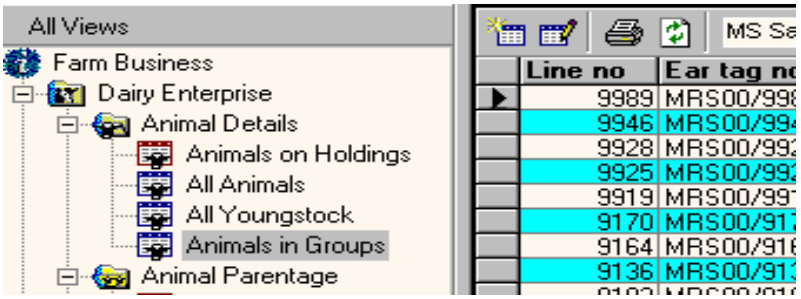
Group changes can also be performed using the **Batch Event Wizard.** To use the Batch Event Entry click on **Data Entry_ Batch Events.** To find out how to use the Batch Event Entry options, please refer to the information in the Command module section.

Auto Grouping

Once grouped the management of the animal grouping can be set automatically, through **Tools_ Options_ Set Group Changes**. Decide which event you require and select the group into which the animals will be moved automatically and click apply.



There is also a standard view created for you called **Cows in Groups, if you** double click on this view, a view containing your animals and the groups they are currently in will appear.



Deleting Animals

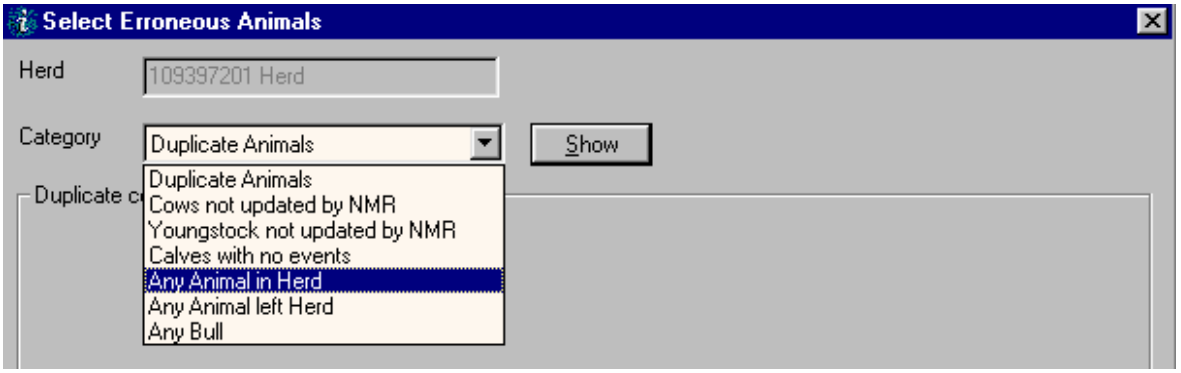
*Impel*PRO also allows the user to delete any animal whether the animal is dead or alive from within its database. This means that if an animal or a sire is enrolled incorrectly the animal in question can easily be removed.

Animals that are not being updated by NMR or are showing incorrect information can also be deleted from your *impel*PRO and re-imported so that their details then read correctly. Follow Deleting Duplicate Animals b), if you wish to do this.

Before using the **Select Erroneous Animals** utility we advise that users make a Backup of their data. So that if accidentally the wrong animal is removed from the *impel*PRO, your data can easily be restored to how it was. Please refer to the Backing up your Data section of this manual if you are unsure of how to do this.

To delete an animal from your *ImpelPRO*, click on **Tools_ Select Animals to Delete.** You will be asked, "Have you made a Backup copy of your data?" click on **OK.**

The following screen will appear:



1. Drop down the **Category** menu shown above. Choose the category in which the animal you want to delete is likely to be in. E.g. If you are deleting out a sire you would choose the category **Any Bull.** Once you have chosen the category you need click on **Show.** You will now have a list of all the animals in your chosen category.

2. Now scroll through the list of animals until you find the animal you wish to delete.

3. Right mouse click on your chosen animal, then left click on **Display**

4. You will now see a summary of the animal you have chosen, from this screen either click on **Delete** or **Accept** (Whichever button is available)

5. You will then be asked "Are you sure you wish to delete this animal" click on **OK.**

6. Now click on **OK** to the message "Deletion successful".

7. You can now click on the **Close** button and your animal will now have been removed from the *impel*PRO.

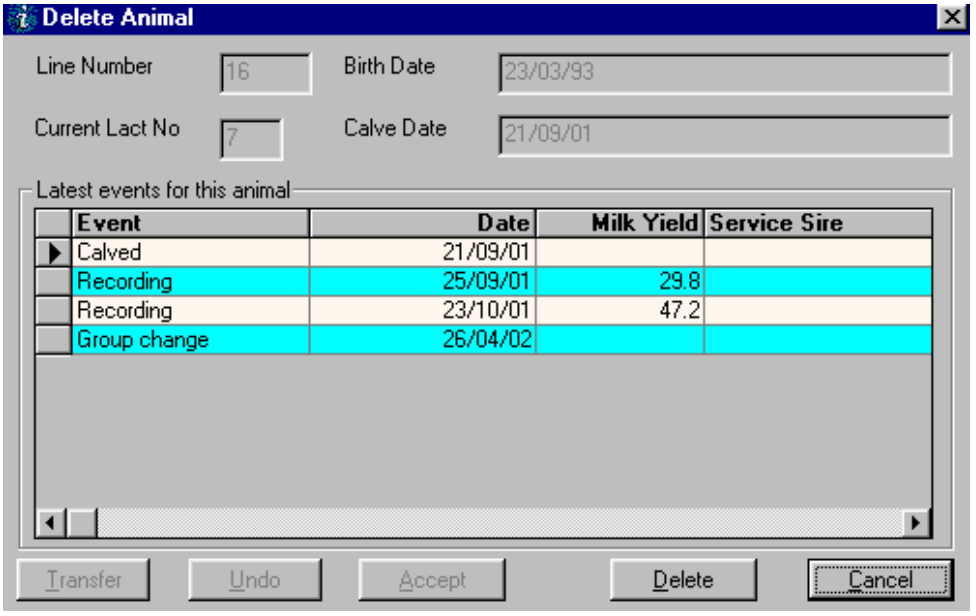
Deleting Duplicate Animals

Being able to delete any animal in your herd also enables you to remove any duplicate animals from your *impel*PRO. Duplicate animals can occur in the program for several different reasons. We again recommend that you back up your data before you attempt to remove your duplicate animals.

If you find you have duplicate animals in your *impel*PRO go to the above screen by clicking on **Tools_ Select Animals to Delete.** You will be able to remove your duplicate animals by following either steps a) or b).

a) Select the category **Duplicate Animals** then click on the **Show** button.

- If your duplicate animal is on this list right click on the animal, then left click on **Display**.
- Now click on the **Accept** button and delete the duplicate animal. When you have deleted the duplicate you can close down the **Select Erroneous Animals** screen and your duplicate animal should now be only appearing once.



b) If you have checked in the **Duplicate Animals** category and your duplicate animal does not appear under that category.

- Choose the **Any Animal in Herd** category and click on the **Show** button. Duplicate animals that are duplicated more than four times or have incorrect information can be deleted from this category.
- Scroll through the list of animals until you find the duplicate animal. It will only appear once on this list.
- Right mouse click on your animal, then left click on **Display.** Note down the date of birth of this animal.
- Click on the **Delete** button. Once you have deleted this animal from this category it will now no longer exist in your *impel*PRO. You must now re-import this animal.
- Close down the **Select Erroneous Animals** screen.
- You now need to re-import your latest data again. Open **File_ Import from NMR.**
- Tick the top box to **Import New Animals.** Now change the date back to before the cow you have deleted was born (this could mean rolling the date back several years).
- Now click on **Import.** Your data will now re-import and the animal you have deleted will be brought back into the herd reading correctly with no duplicates.

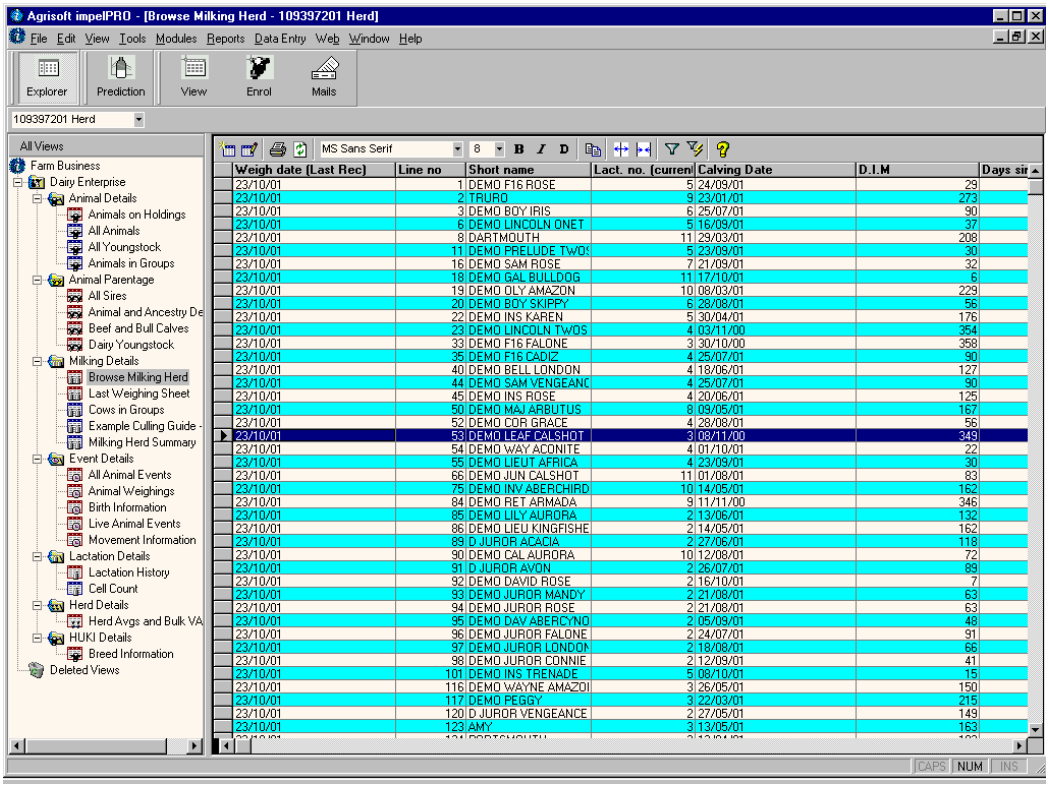
Standard Views

One of the main benefits of *impel*PRO is the way it allows you to view your data almost any way you want, either using *impel*PRO's pre-determined **standard views**, or by creating **customised views** of your herd data. Customised views can be saved and re-used month after month.

Standard views allow you to view your herd in many different ways. After you have opened *impel*PRO, you will see a list of titles down the left-hand side of your screen. Double-click on any of these titles to open an appropriate view of information on your animals.

Try **Browse Milking Herd** for information about the cows currently in your milking herd……

Looking at the list of standard views:



Animal Details provides the identity details of the animals in your herd.

Animal Parentage provides information on parentage.

Milking Details shows the latest milk recorded information along with quality results and fertility status.

Event Details provides information on animal events such as services, calving and milk weighing.

Lactation Details gives information on the animals' completed lactations.

Herd Details shows you herd level information.

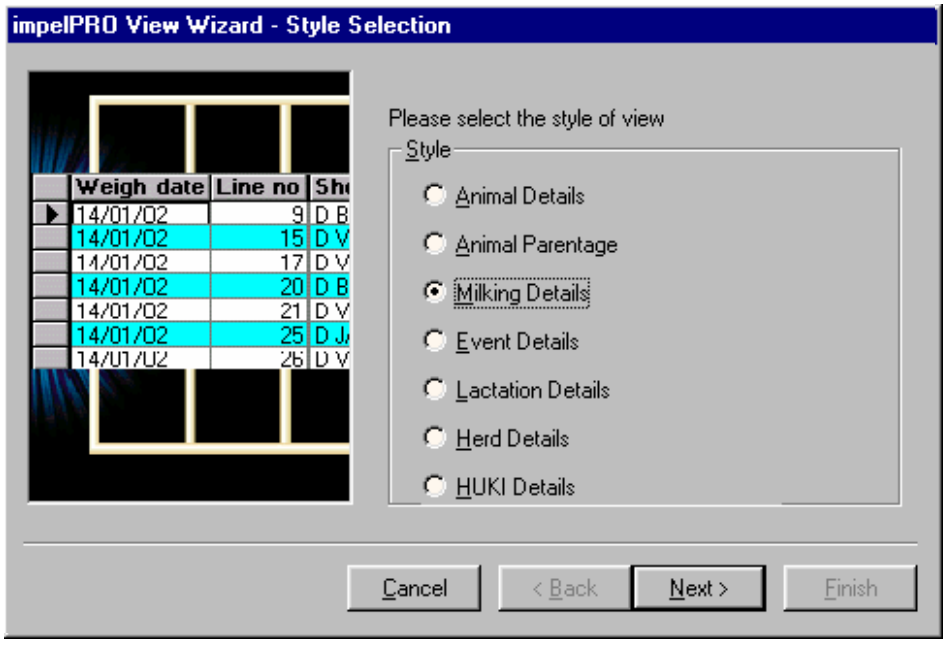
HUK Details shows information about pedigree registrations.

Experience will teach you which views are most useful for your particular enterprise. Remember that the information shown in each view is derived from one database, so there is no risk of inconsistency between views.

Customised views

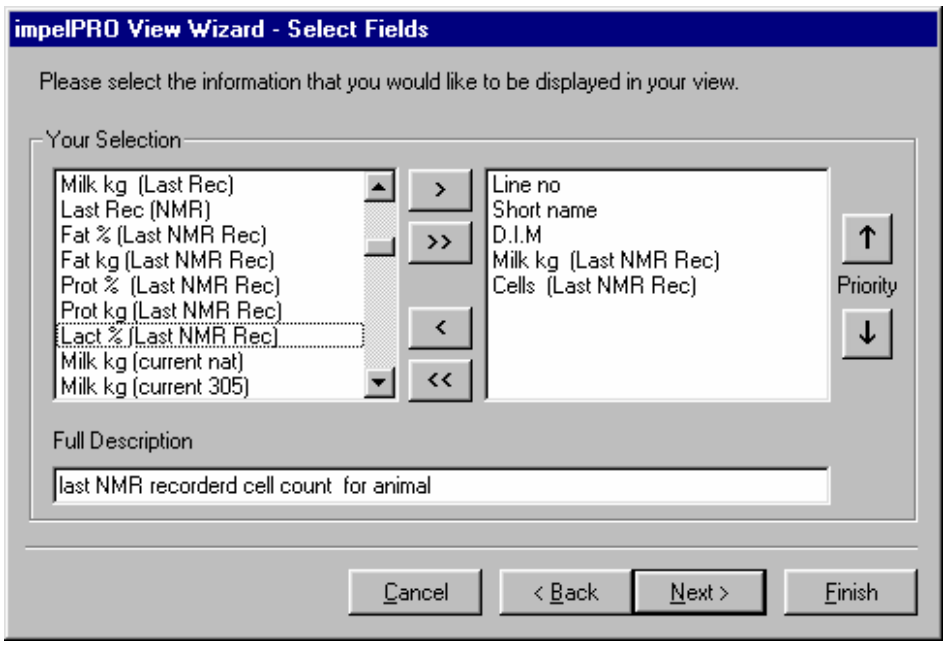
Having explored the standard views, you may well decide you would like to view your data in a different way. *impel*PRO's flexibility allows you to create your own highly customised views, displaying the information you want to see and the order in which you wish to see it. There is little limit to the flexibility of the views which can be created. Here's how you do it.

Click on the large **View** icon at the top of the screen. This launches the **View Wizard** which leads you step by step through the process of setting up your own view. The view can be based around any one of Animal, Milking, Event, Lactation or Herd Details.

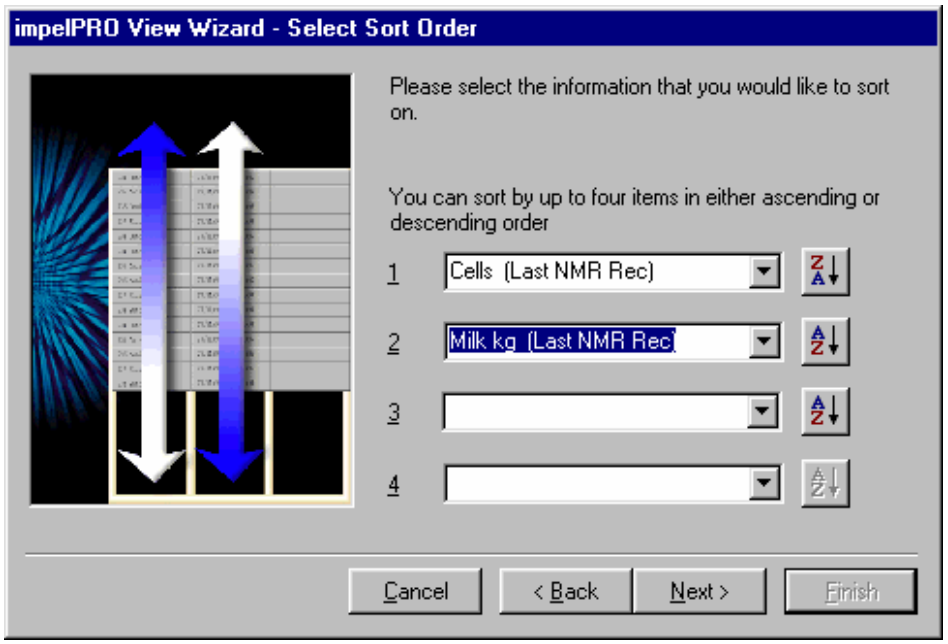


You can then filter the view to show only specific categories of animals.

Next, looking at the left-hand box, double click on the data items you wish to see for your selected animals. Over 50 data items are available.

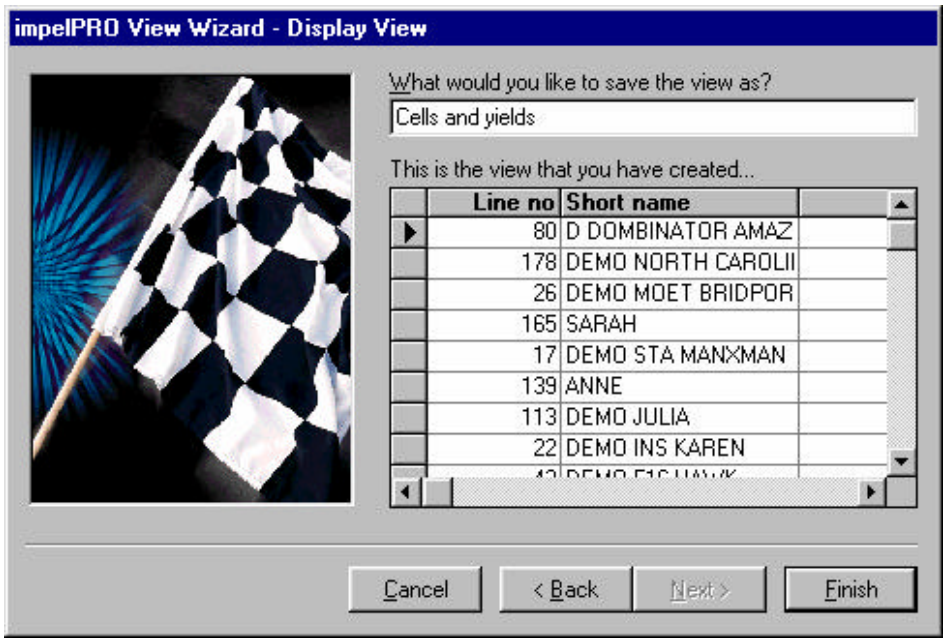


Now select up to four information types upon which to sort the way in which the View is displayed. Information in box 1 will determine the primary sort order, box 2 the secondary etc. You can use the A-Z icon to reverse the sort order for those criteria.

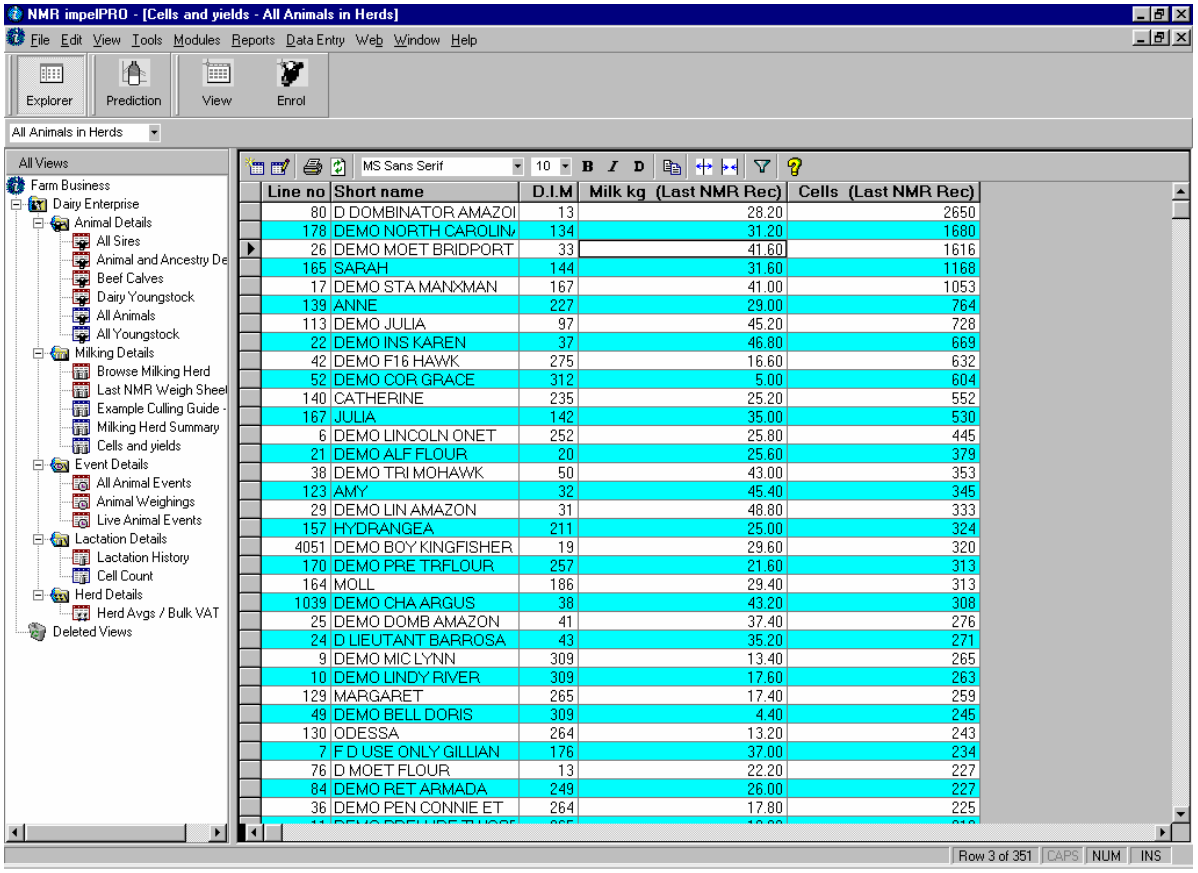


Remember that you can go back to change any of your options at any time by clicking the **< Back** button.

If you wish to save your view, then give it a memorable and logical name, and click **Finish**.



The view you have created will be displayed on the screen as follows, and the view name will be added to the list of standard views down the left-hand side of the screen.



Modifying existing views

Standard and customised views can both be modified if you find that they do not quite show you the information in the way you want to see it. There are two main ways to do this, and for both of these you will need to open a view before you start.

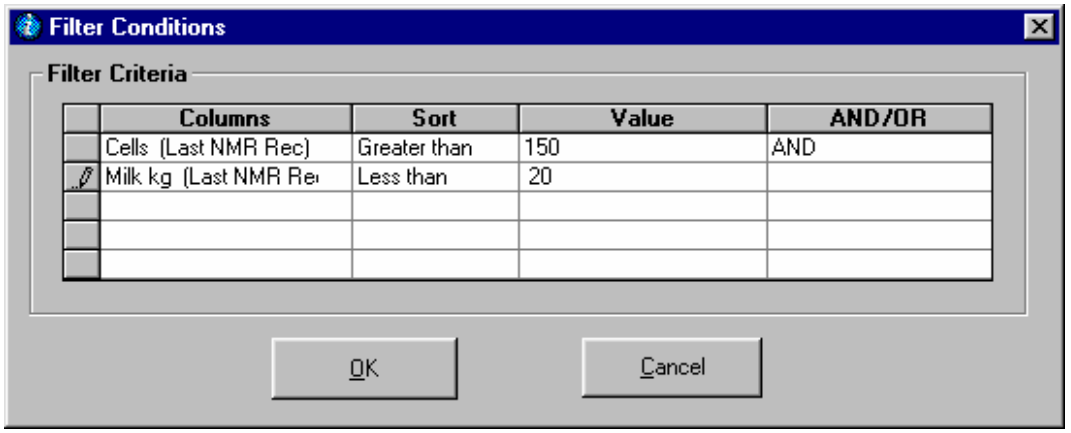
Modify Herd sheet

Directly above the view you will see the **Modify Herd Sheet** icon. If you click on this, you will be able to change the settings for the current view, by running through the wizard again.

Filter

Directly above the view you will also find the **Filter** icon, which allows you to filter out unwanted information from the view.

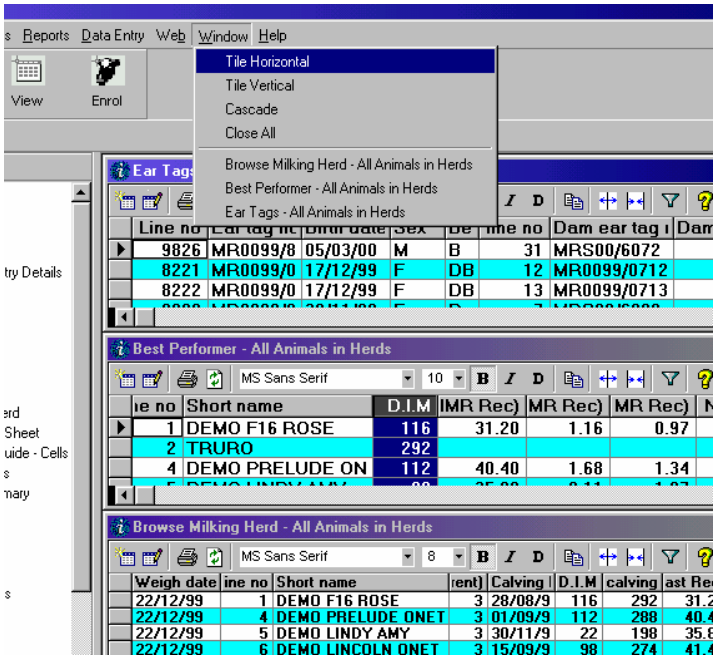
Columns and **Sort** are filled in by selecting from the drop down menu revealed when you click on the down arrow. Now type in the required **Value**. You can apply more than one sort criteria if you wish by making use of the AND/OR column. For example you may wish to show only animals with cell counts greater than 150 **AND** yields less than 20 Kg.



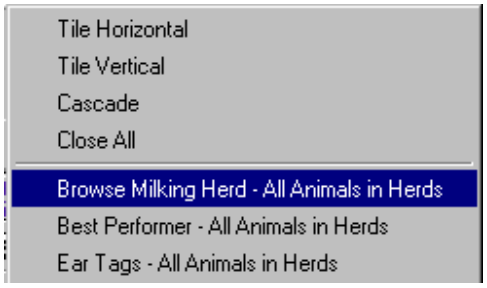
If you wish to return to the original view, click again on the filter icon to clear the filter.

Managing Views and Screen Layout

With *impel*PRO it is possible to have many views open at one time. Click on the **Window** menu option at the top of the screen to see at a glance which views are open. Click on the one you wish to select, or to show two or more views on the screen together, click on **Tile Horizontal**, **Tile Vertical** or **Cascade** options…..



Note: Once a view is open, you cannot re-open it from the list of titles on the left side of the screen. You either need to go through the **Window** menu to select the view you want from the list of open views, or use the **Tile** option, or find the minimised file at the bottom of the screen.



Changing the Screen layout

It is possible to alter the layout of the screen in *impel*PRO. Click on the **Explorer** icon on the toolbar to toggle between Views on and Views off. The latter option leaves more room on screen for your views.

Note: with toolbars toggled off you can still load a view through **View_ Dairy Enterprise**.

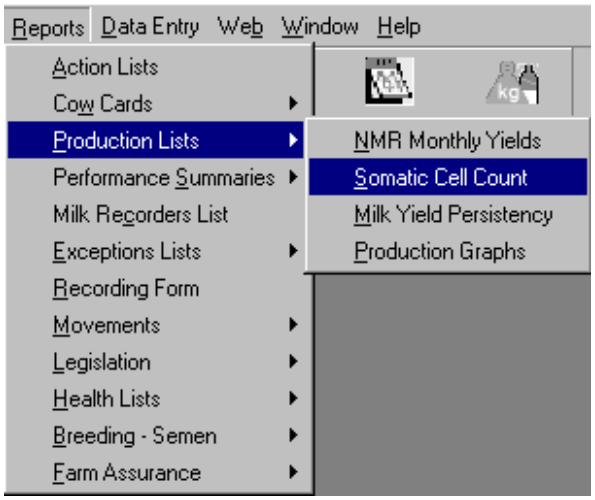
Remove icons from the toolbar if you wish, through **View_ Toolbars**. With all icons removed, the toolbar disappears, leaving more room for views to be displayed.

Reports

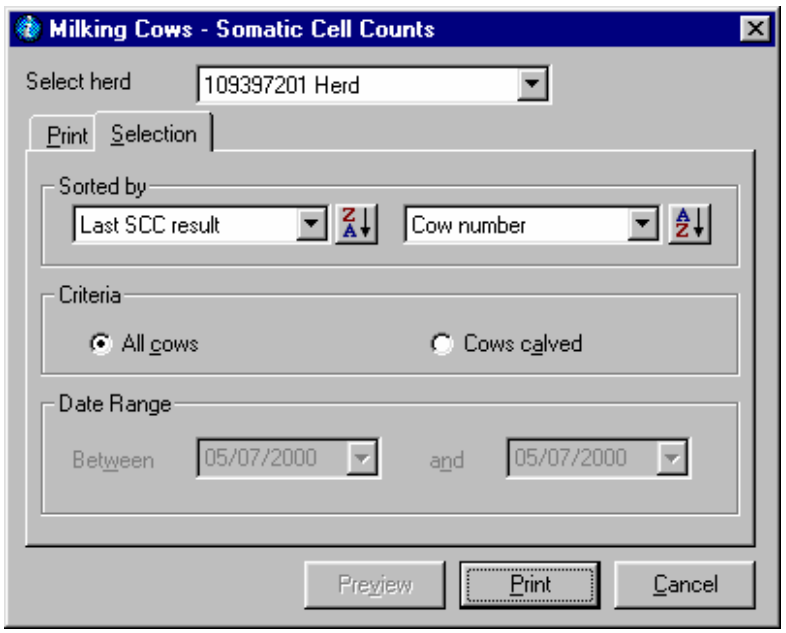
*impel*PRO provides a wide range of carefully formatted re ports, providing you with a valuable picture of the status and trends of your herd. Several of these reports are compliant with relevant legal requirements, and together the range of reports offered will allow you to save money by switching off your NMR pa per reports. You can generate the reports that you want, when you want them, and lay out to suit your requirements.

Reports can be viewed on screen, printed out, or emailed to third parties as required.

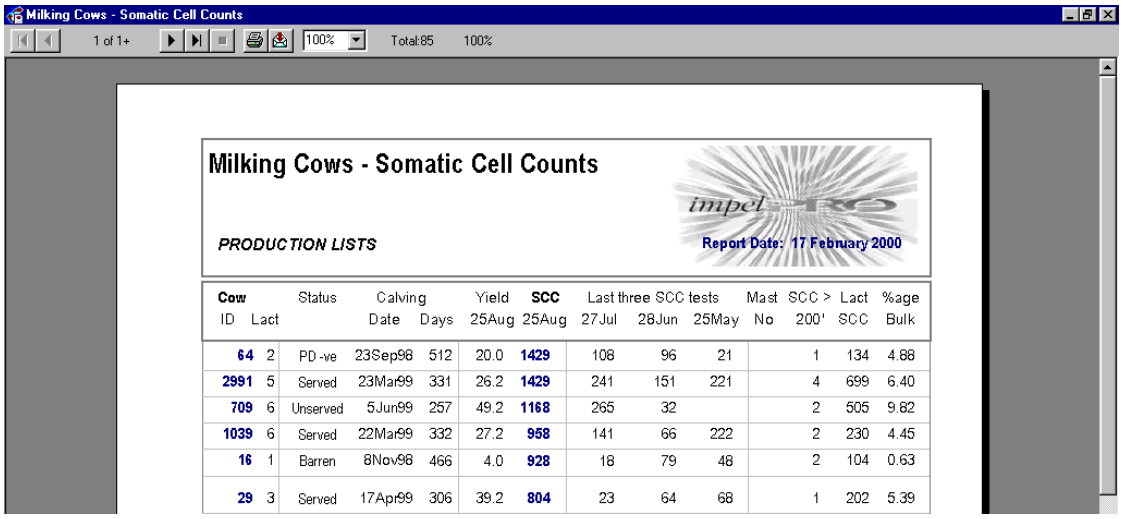
The best way to find out about *impel*PRO's reports is by experimenting with them. Click on **Reports** and then chose from the list of available options. In this case we've chosen the Somatic Cell Count report.



Now complete any screens that follow, thus tailoring the report to your requirements.



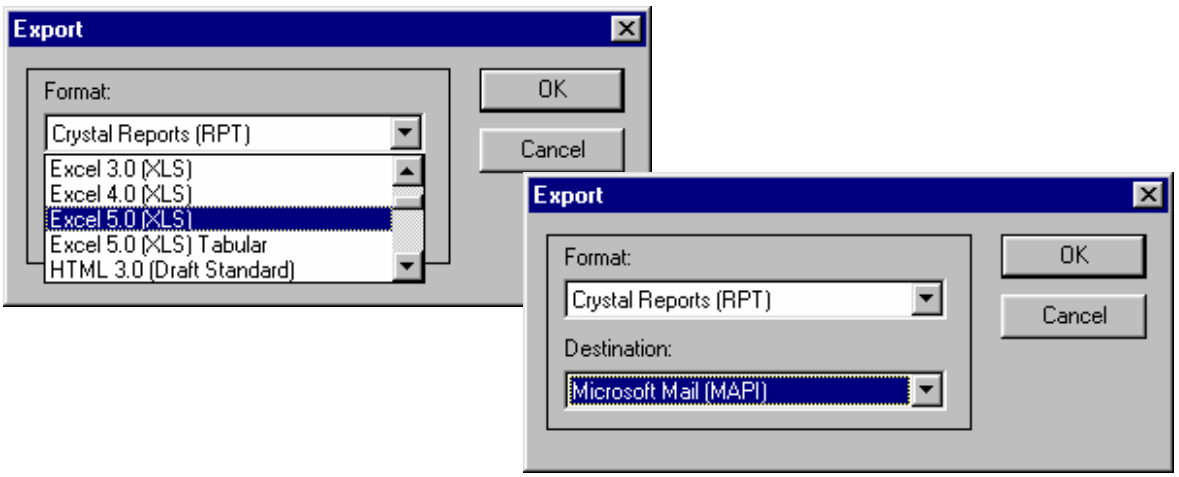
Click on **Preview,** and the report will appear on screen.



Cow ID	Lact	Status	Calving Date	Days	Yield 25Aug	SCC 25Aug	Last three SCC tests 27Jul	28Jun	25May	Mast No	SCC > 200'	Lact SCC	%age Bulk
64	2	PD -ve	23Sep98	512	20.0	1429	108	96	21		1	134	4.88
2991	5	Served	23Mar99	331	26.2	1429	241	151	221		4	699	6.40
709	6	Unserved	5Jun99	257	49.2	1168	265	32			2	505	9.82
1039	6	Served	22Mar99	332	27.2	958	141	66	222		2	230	4.45
16	1	Barren	8Nov98	466	4.0	928	18	79	48		2	104	0.63
29	3	Served	17Apr99	306	39.2	804	23	64	68		1	202	5.39

E-mailing

If you are happy with the layout and content you can print the report, or export it to another format using this button found above the report on screen. If you click on this button you can decide to which format you wish to export the report and to which location – e.g. Microsoft Mail.



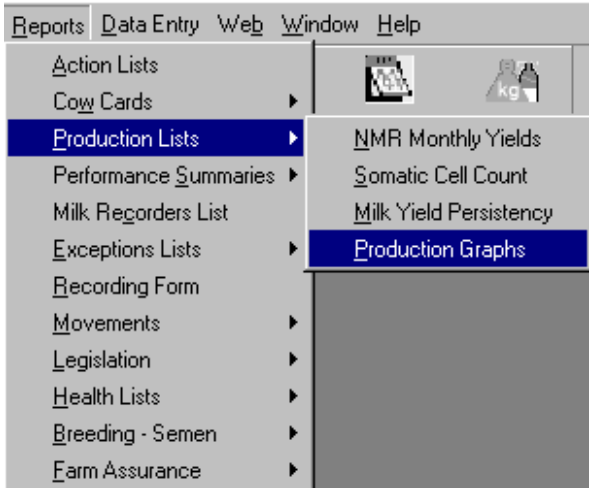
Many different types of report can be generated, based around the following topics:

Action Lists, Cow Cards, Production Lists, Performance Summaries (Herd Level), Contractors List, Exceptions List, Legislation, Health Lists, Movements, Breeding and Farm Assurance.

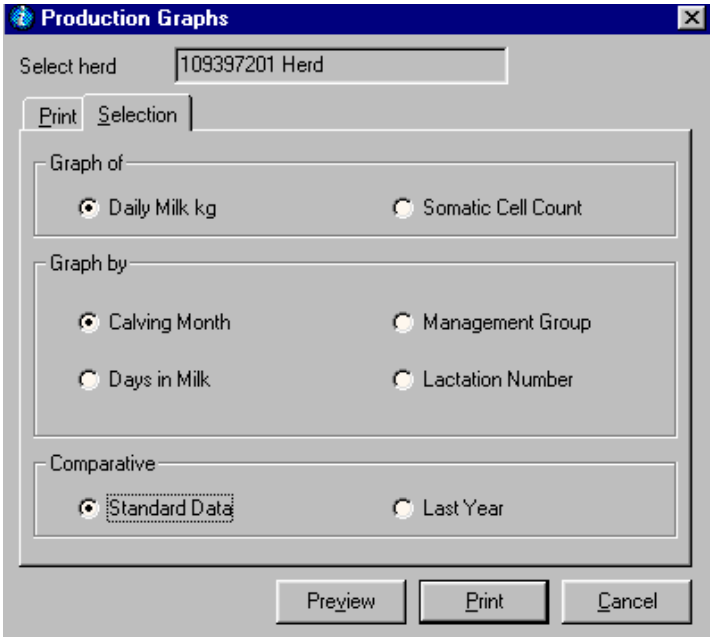
Most of the steps needed to produce most of these reports are self-explanatory, but some warrant further explanation

Production Graphs

You can view your milk production in graph form through **Reports_ Production Lists_ Production Graphs.**



Once opened the following screen will appear:



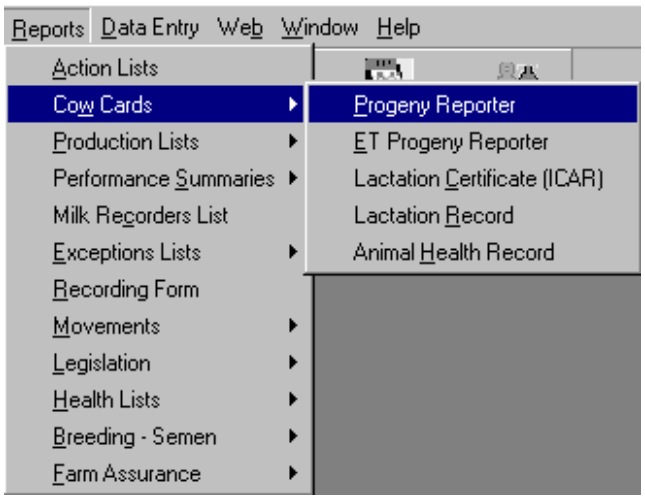
You can now choose which graph you want to view by selecting between a graph of **Daily Milk kg** or a graph to show your **Somatic Cell Counts.** You can then choose to view the production graph by Calving Month, Management Group, Days in Milk, or Lactation Number and can compare them to your Standard Data or Last Years Data.

Select the criteria you want to view on your graph then click on **Preview.**

If you are happy with the content of the graphs you have produced you can now print them out.

Progeny Reporter

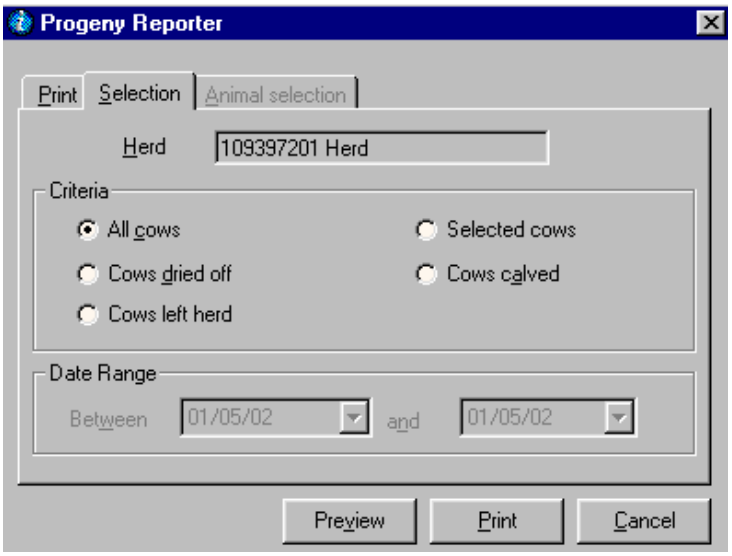
Under **Reports_ Cow Cards** there are now two **Progeny Reporter** reports, these can be accessed as below:



The normal Progeny Reporter will show the carrier dam as calved but the calf will have ** against the calf details

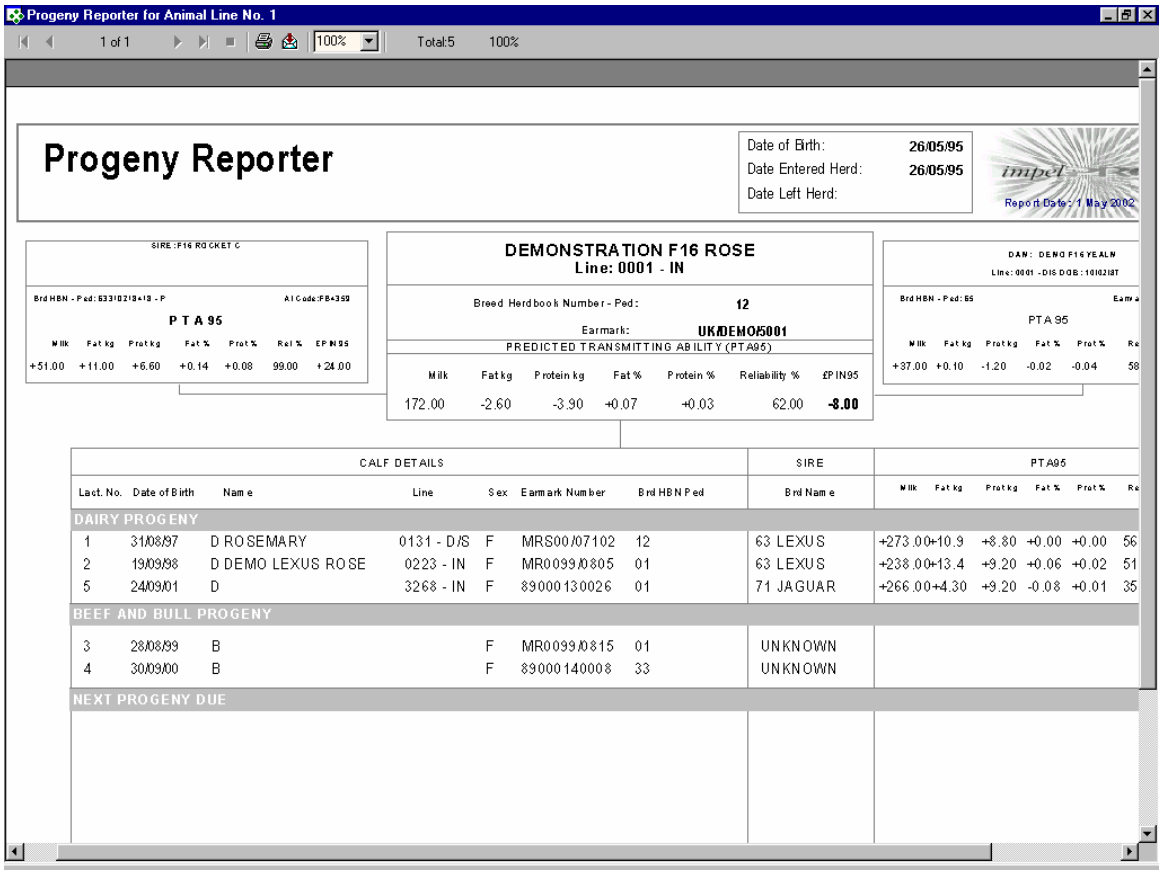
The ET Progeny Reporter will show the calfs' details against the genetic dam.

You can generate Progeny Reporter reports for all or part of the herd, depending on the button selected below.



If you click on the Selected Cows button above, you will need to click on the **Animal Selection** tab in order to make your selection of animals for which the reports are produced.

Once you have selected the criteria from the above screen simply click on **Preview.**



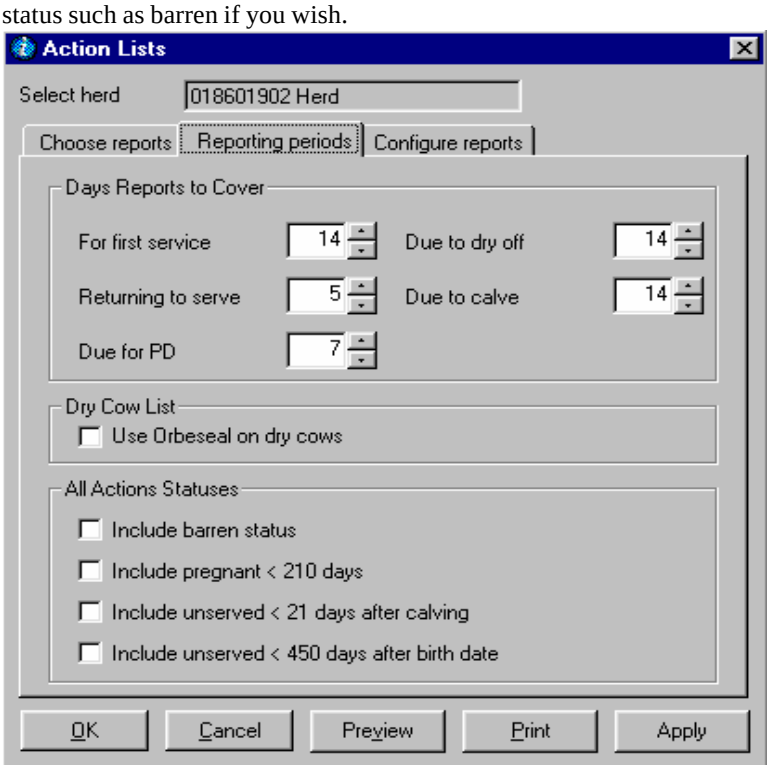
You can now print or export the reports you have produced.

Action Lists

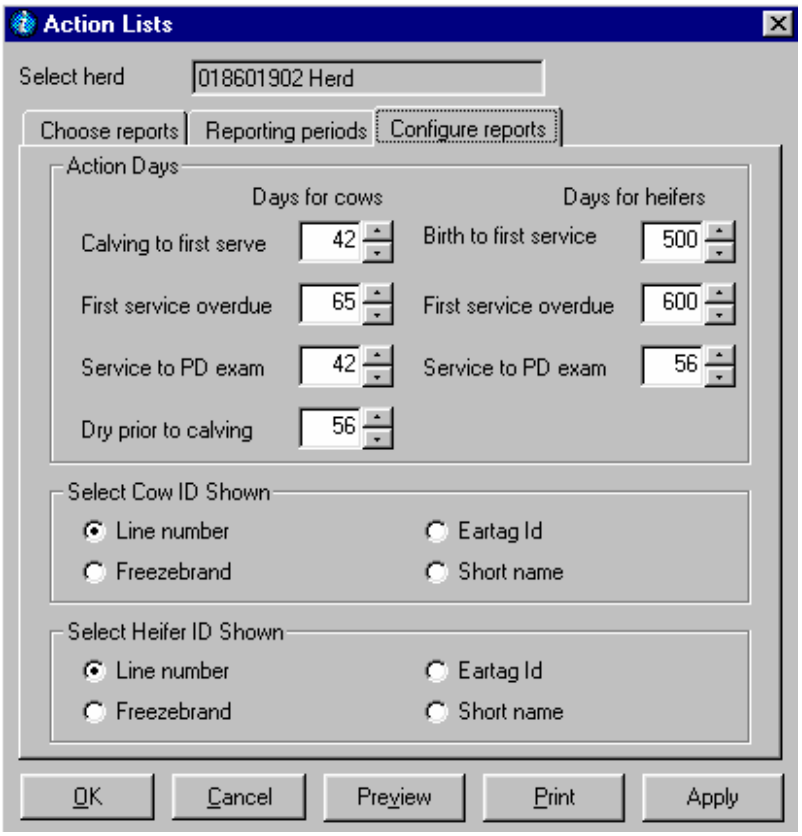
Many different types of action list can be generated, to cover drying off and calving through to PD-ve animals, youngstock and calving patterns. It is possible to customise the action lists to fit with your management practices. You can change both the stage at which the animals will appear on the lists and the window period covered by the lists.

The **Choose reports** tab allows you to tick boxes to select which Action Lists you want to generate. The top tick box allows you to select All Actions.

The **Reporting Periods** tab allows you to change the number of days covered in the reports and to add animals with status such as barren if you wish.



Configure reports allows you to set your own parameters for the action lists, for example changing the expected number of days from calving to first service or the number of days between service and PD exam.



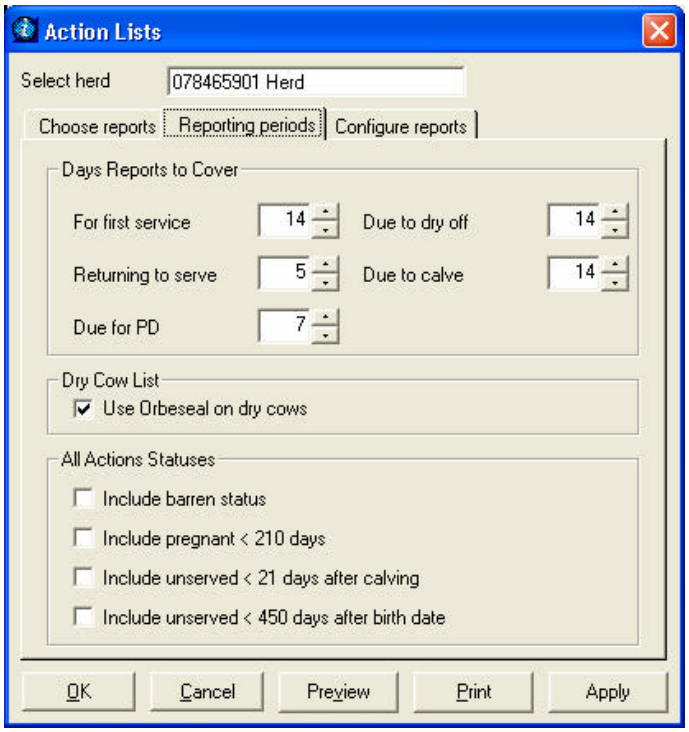
This screen also allows you to specify whether you want your reports to identify the animals by line number or eartag number. Should you tick more than one Action List, *impel*PRO will display the first one for you to view, print or export. When you close this report, the next will automatically be generated, and so on until all reports have been displayed and closed.

The Action List options also allow you to sort the displayed information into the order you wish, and to determine how many copies are printed.

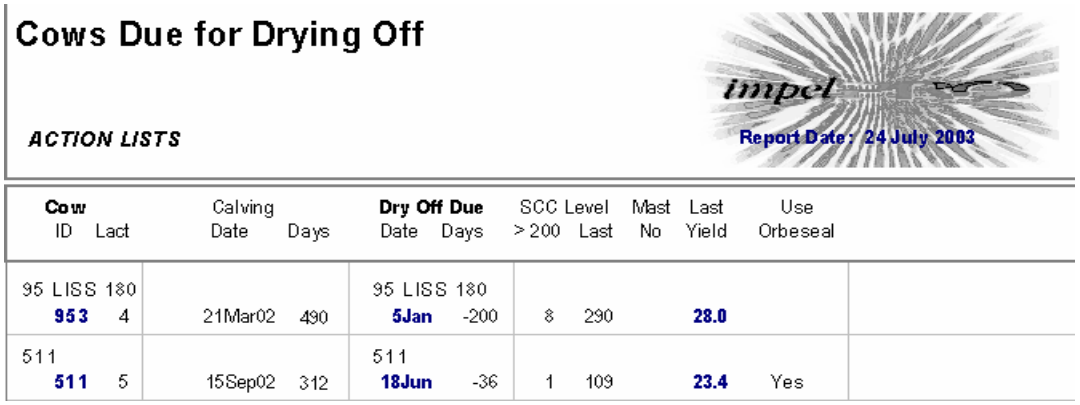
Due to dry off list to display suitable animals for Orbeseal treatments

There is an option on the main action lists report that will let the user know whether an animal is suitable for Orbeseal treatment at drying off. For Orbeseal to be used on an animal the animal must have proved that her last 3 somatic cell counts have been less than 200' and that no cases of clinical mastitis have occurred in the current lactation.

To set up the action list to display whether your animals are suitable for this treatment first access the Action Lists by left clicking on **Reports_ Action Lists** on the screen select the **Reporting Periods** section shown below:



Tick the box shown above to "Use Orbeseal on dry cows", then as normally select the **Choose reports** section and select the **Due to dry off** list. You can then select to preview or print the report as normally the report will appear as below and will display **YES** against suitable animals:



Cows Due for Drying Off

ACTION LISTS

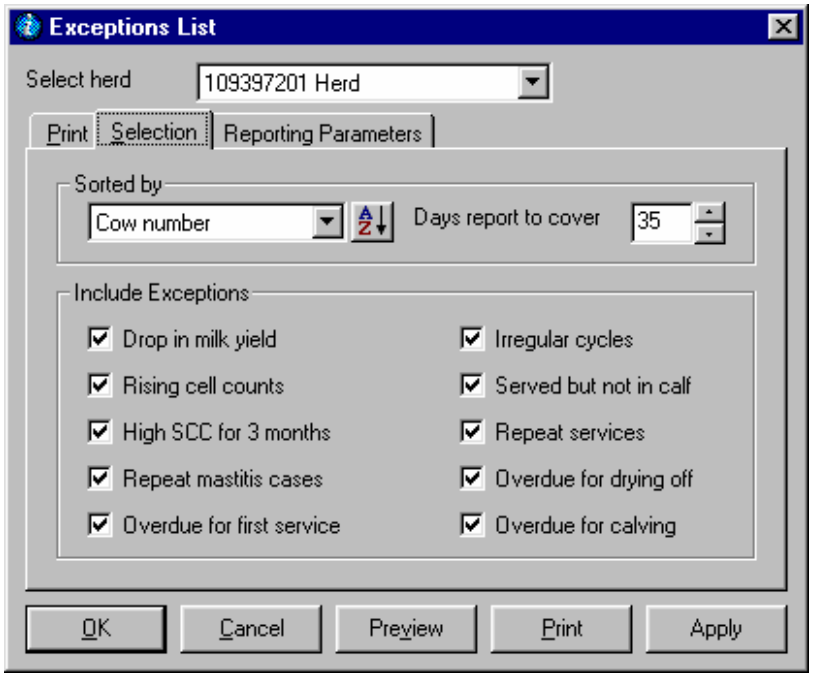
impel

Report Date: 24 July 2003

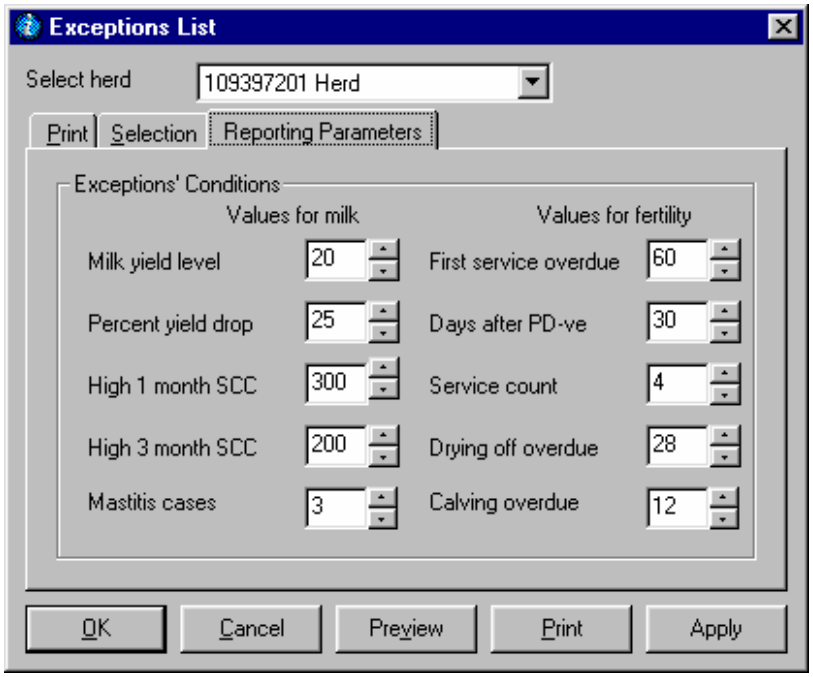
Cow ID	Lact	Calving Date	Days	Dry Off Due Date	Days	SCC Level > 200	Last	Mast No	Last Yield	Use Orbeseal
95 LISS 180 **953**	4	21Mar02	490	95 LISS 180 **5Jan**	-200	8	290		**28.0**	
511 **511**	5	15Sep02	312	511 **18Jun**	-36	1	109		**23.4**	Yes

Exceptions List

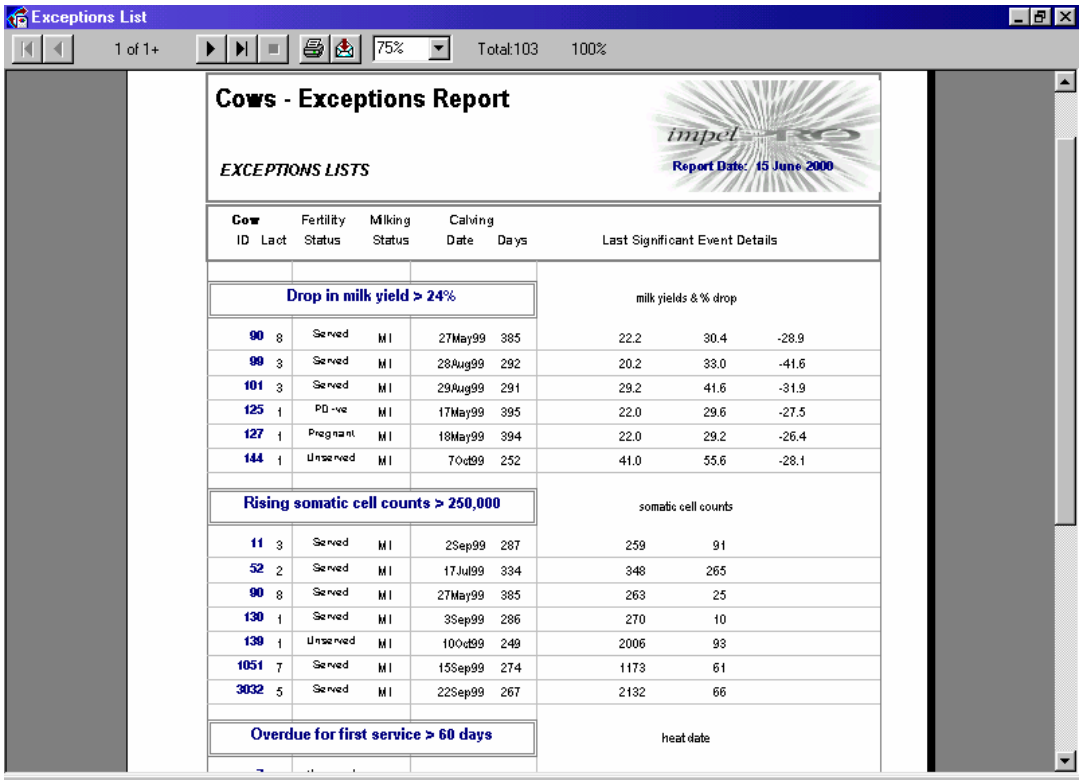
The Exceptions List allows you to keep an eye on possible problem areas within your herd. The Selection tab allows you to determine which Exceptions Lists you wish to generate.



Exceptions List reporting parameters can be set up to suit your particular requirements, allowing you to tailor the list to focus on particular areas of concern. Any animals, whose performance falls outside of the parameters set in this screen, will be reported when the Exceptions List is run.



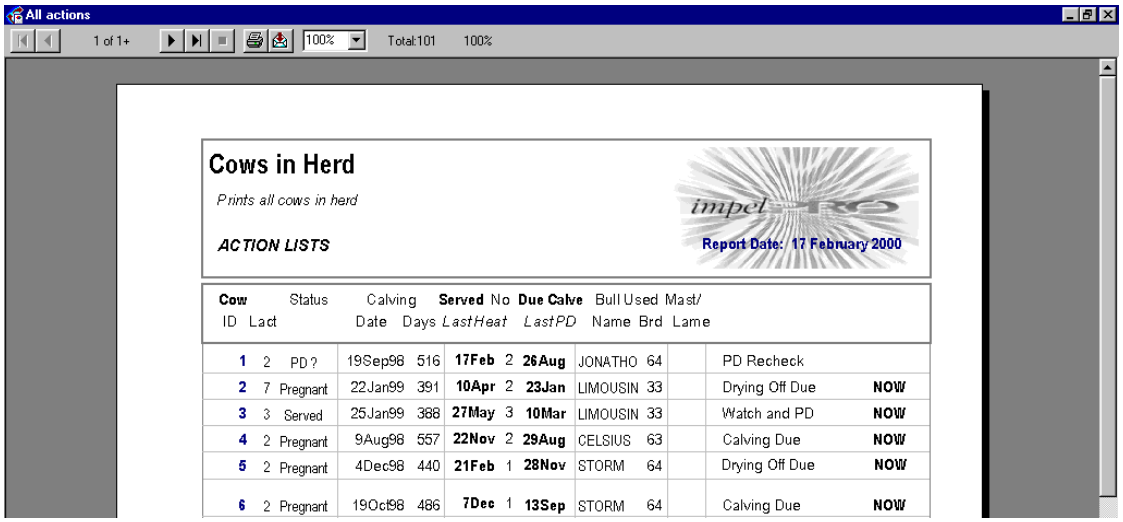
Having set up the parameters and selection, click **Preview** to generate a view of the report on screen.



Use of Typefaces in Reports

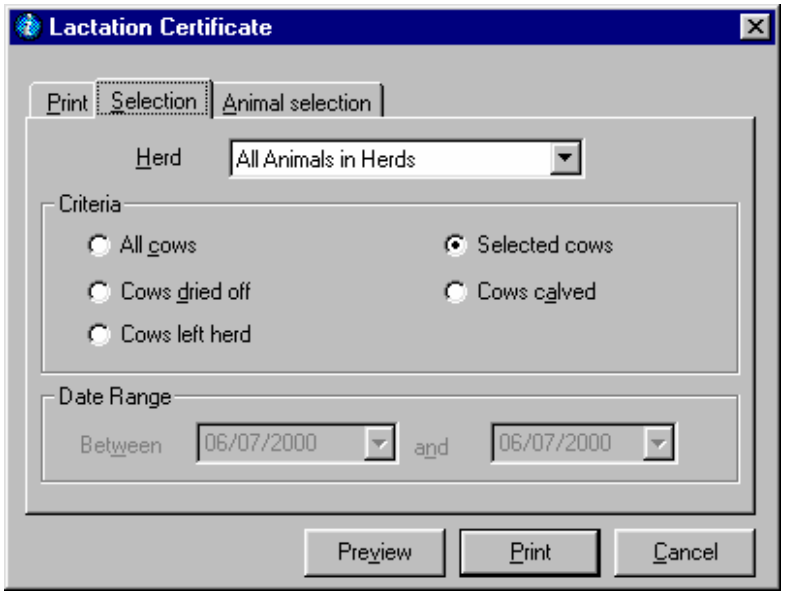
In many of the reports dealing with individual cows (e.g. Somatic Cell Count above), you will find a mixture of bold and normally typed words, in order for you to find the most important information as quickly as possible.

In other reports (e.g. Action Lists below), different typefaces have different meanings.
Served and **Due to Calve** dates are shown in **bold**, whereas *Last PD* and *Last Heat* dates are shown in *italic* (see below).

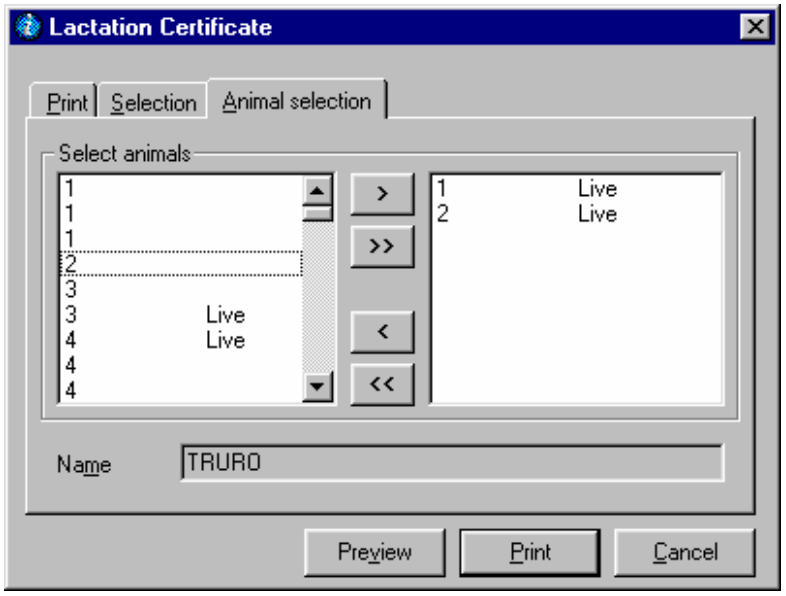


ICAR Approved Cow Lactation Certificate

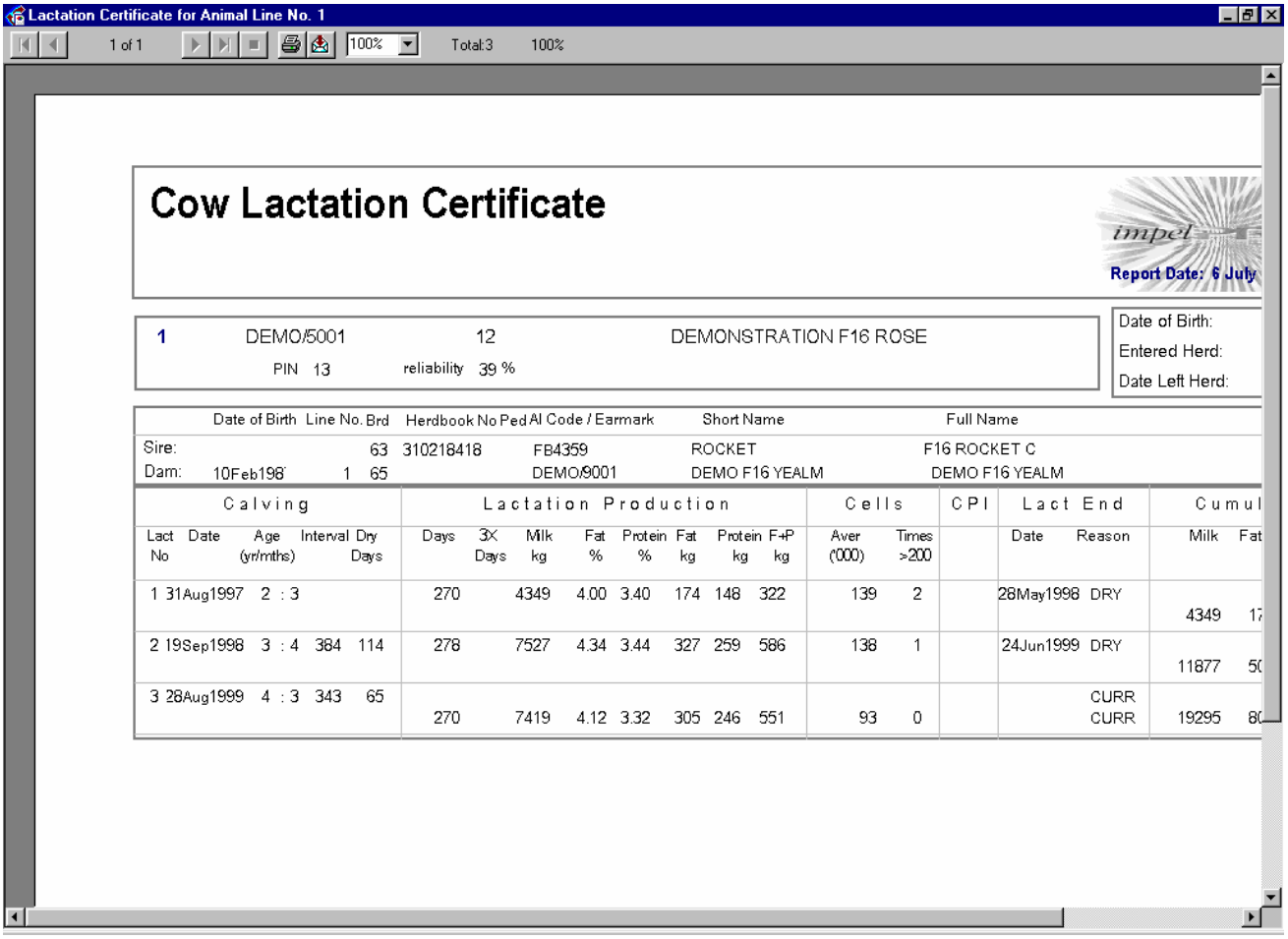
If you click on **Reports_ Cow Cards_ Lactation Certificate**, (ICAR) you can generate an ICAR approved lactation certificate, for all or part of the herd, depending on the button selected below.



If you click on the Selected Cows button above, you will need to click on the **Animal Selection** tab in order to make your selection of animals for which a certificate is required.

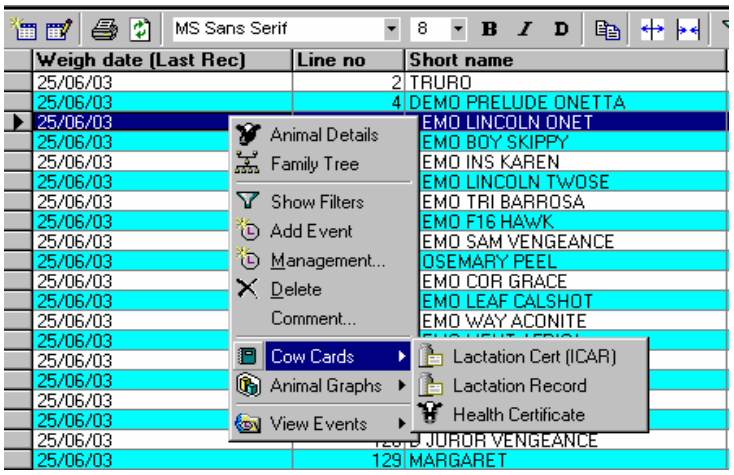


Now you can generate the ICAR approved Cow Lactation Certificate by clicking on the **Preview** or **Print** button as required.

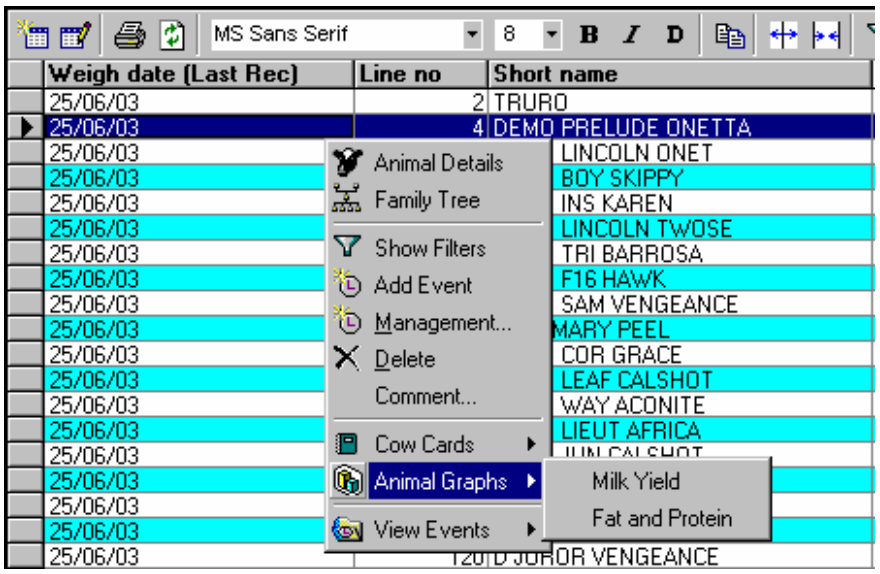


Cow Cards, Animal Graphs, View Events

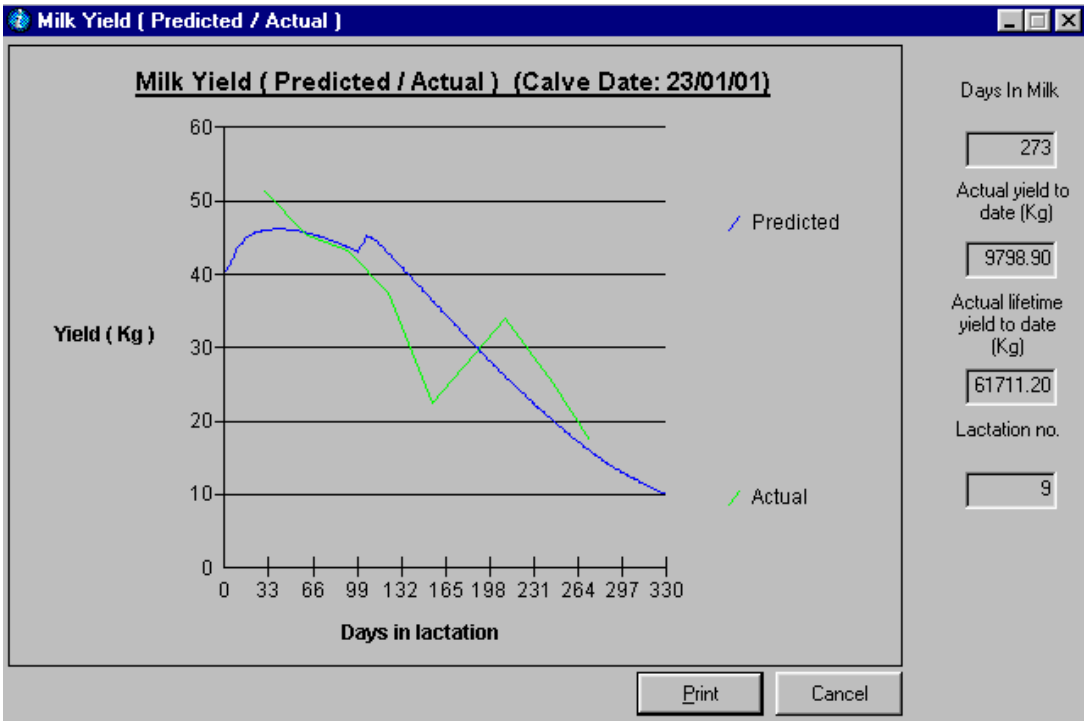
You can obtain a variety of information on individual cows by right clicking anywhere on the row relating to the individual cow. **Lactation** and **Health Certificates** are available under **Cow Cards.**



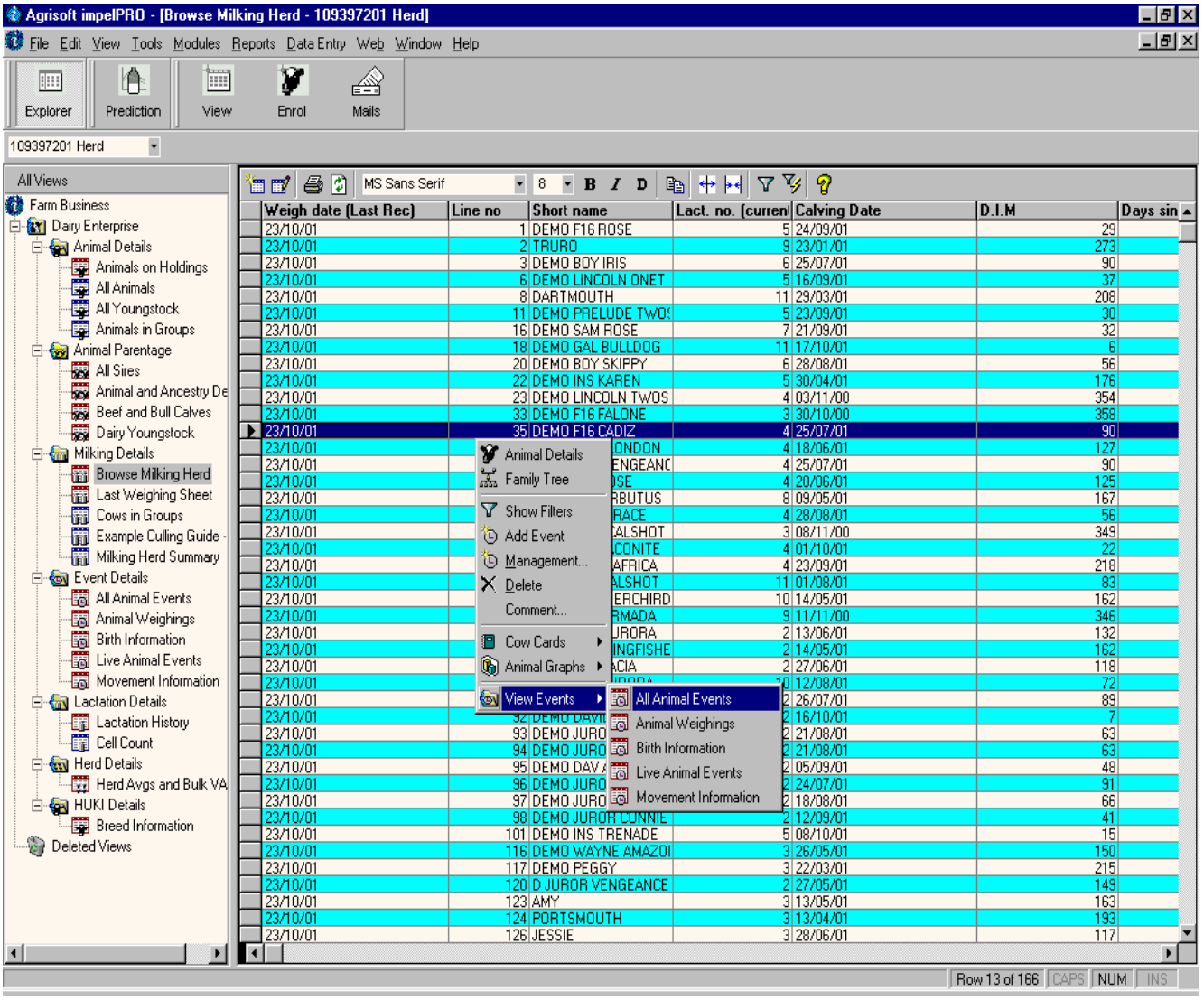
A variety of animal performance graphs are available as well.



With results like this



Finally, the **View Events** button provides options to view various aspects of animal performance as shown below.

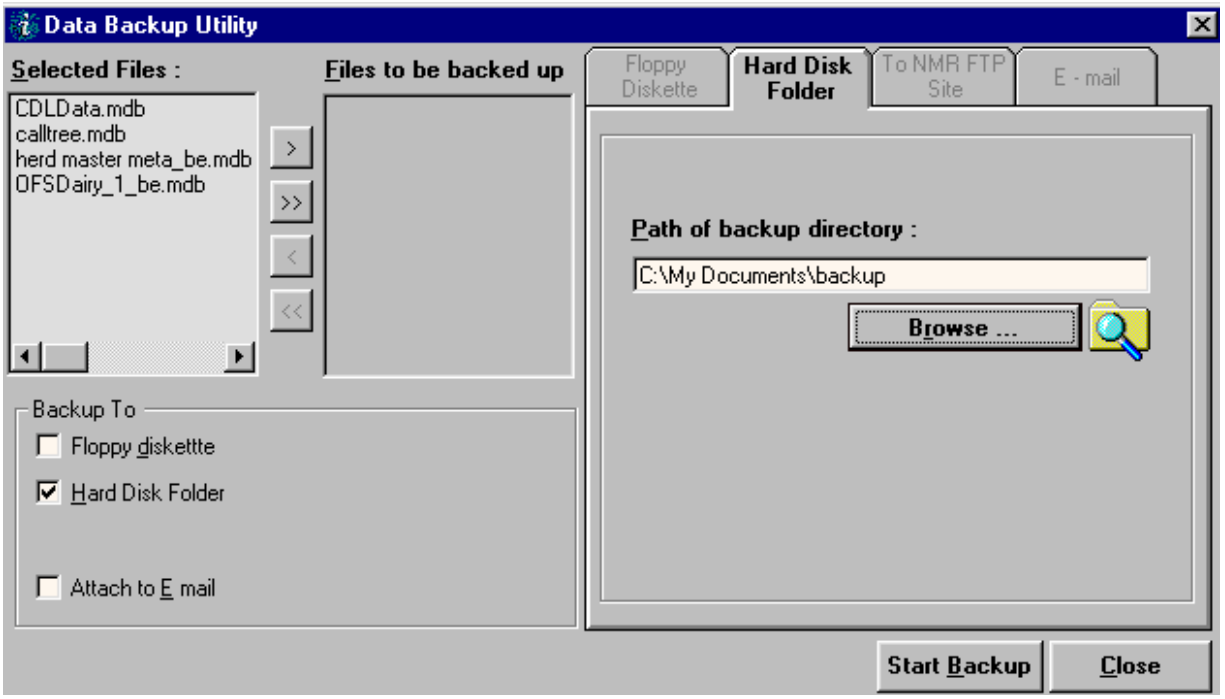


Backing up your Data

In normal use, *impel*PRO will automatically save your data to the hard disc drive of your computer. NMR also stores much of your data through the monthly recording cycle. However, it is a good idea to backup your data on a periodic basis, to safeguard against the unlikely event that your hard disc drive fails, especially for data items which NMR does not store – e.g. medicine stocks.

*impel*PRO makes this task very easy.

Click on **File_ Backup** to reveal the **Data Backup Utility.** Select all four files from the box on the left. Now select the location(s) to place your backup by ticking one or more boxes in the **Backup to** section….



Click on the relevant tab(s) to select:

Floppy Diskette – just click on **Start Backup**

Hard Disk Folder – Browse to select the directory and filename for the backup file

E-mail – type in the email address of recipients to whom you wish to send the data

To restore your data from the backup location, click **File_ Restore** and reverse the above process.

Prediction Module

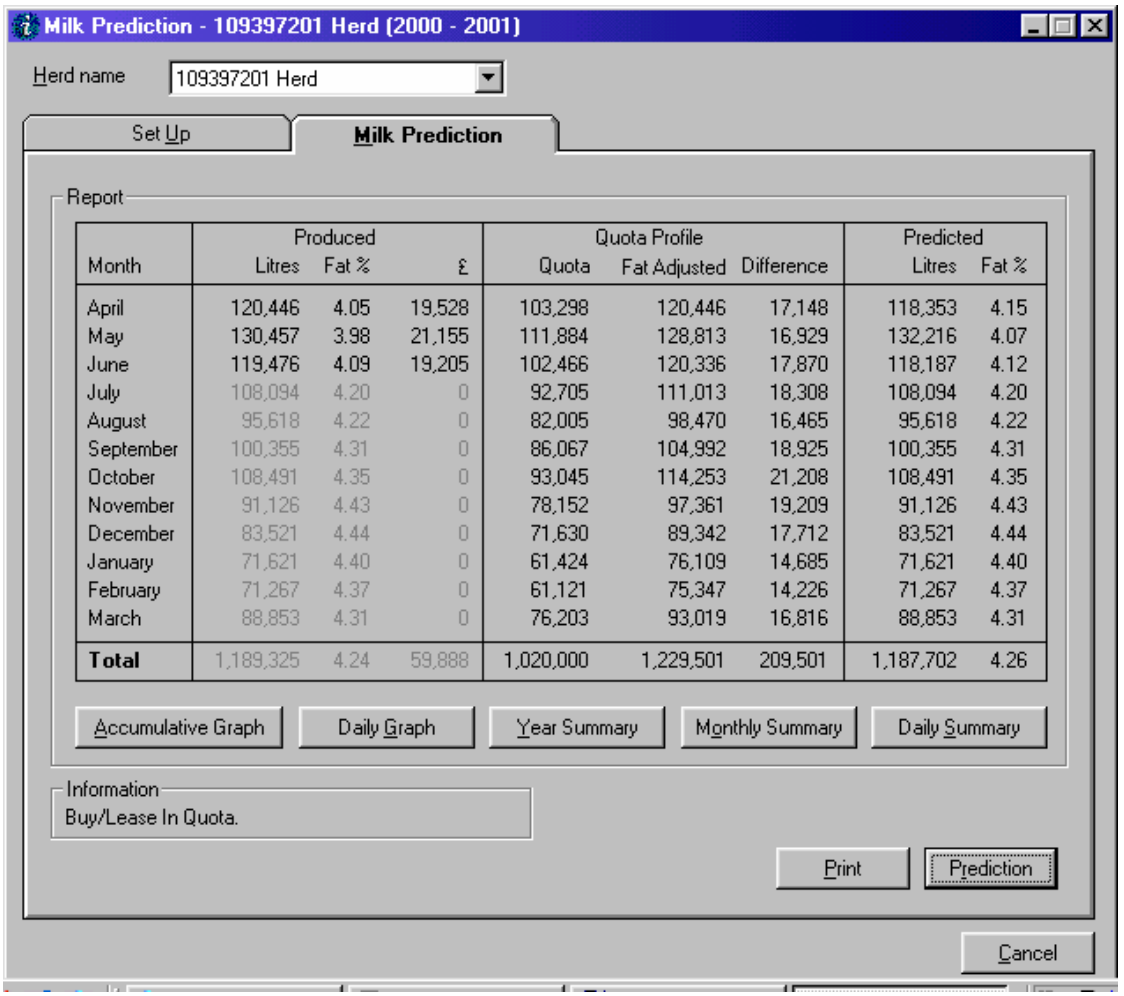
*impel*PRO's Prediction Module allows you to look at your farm's predicted and actual milk yields and compare these against your quota profile, giving you an accurate quota position to date. You can do "What if" calculations helping you to optimise your quota position.

The software uses all available information to provide the most accurate results. The herd predictions are built up from individual animal predictions using the actual production history for each cow in your herd. Actual milk cheque and quota information entered by you will ensure that this information is as current as possible. You can also add information on predicted culls and purchases, predicted milk price, the amount of milk retained before sale, and standard yields for new animals in the herd, to ensure that the pos ition is kept accurate for the whole quota year.

Information provided by the Prediction Module

To open the prediction module, click on the **Prediction** icon at the top of the screen or click on **Modules_ Prediction**. The current prediction will be calculated and the following screen will appear. This screen shows your actual milk sales to date, predicted milk yield for the quota year and fat adjusted milk yield against your quota profile.

Your predicted year end position against quota is shown at the bottom of the "Quota Profile Difference" column. The action required is shown in the "Information" box.

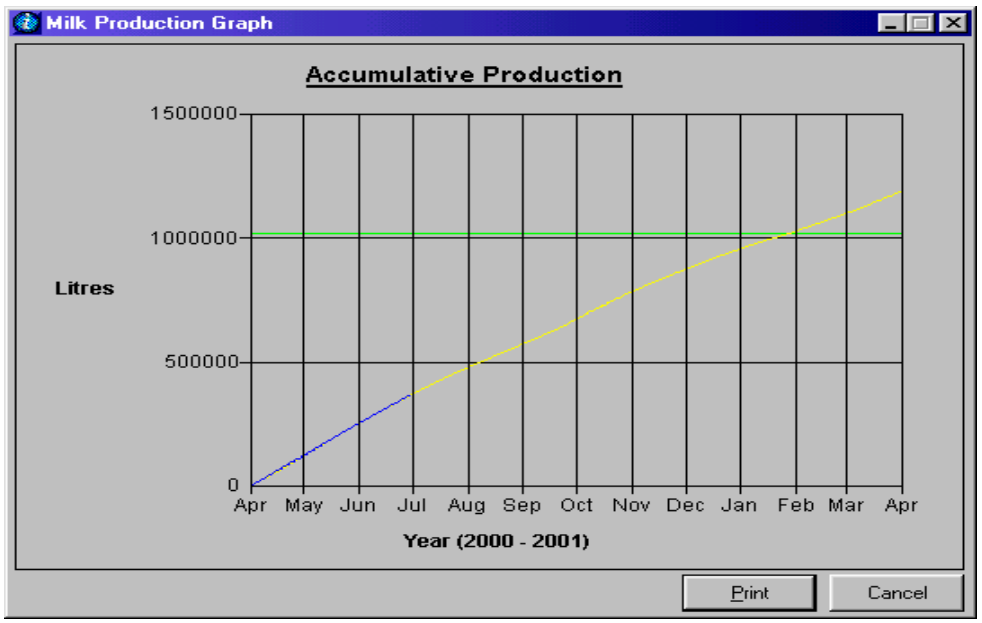


Month	Produced Litres	Produced Fat %	Produced £	Quota Profile Quota	Quota Profile Fat Adjusted	Quota Profile Difference	Predicted Litres	Predicted Fat %
April	120,446	4.05	19,528	103,298	120,446	17,148	118,353	4.15
May	130,457	3.98	21,155	111,884	128,813	16,929	132,216	4.07
June	119,476	4.09	19,205	102,466	120,336	17,870	118,187	4.12
July	108,094	4.20	0	92,705	111,013	18,308	108,094	4.20
August	95,618	4.22	0	82,005	98,470	16,465	95,618	4.22
September	100,355	4.31	0	86,067	104,992	18,925	100,355	4.31
October	108,491	4.35	0	93,045	114,253	21,208	108,491	4.35
November	91,126	4.43	0	78,152	97,361	19,209	91,126	4.43
December	83,521	4.44	0	71,630	89,342	17,712	83,521	4.44
January	71,621	4.40	0	61,424	76,109	14,685	71,621	4.40
February	71,267	4.37	0	61,121	75,347	14,226	71,267	4.37
March	88,853	4.31	0	76,203	93,019	16,816	88,853	4.31
Total	1,189,325	4.24	59,888	1,020,000	1,229,501	209,501	1,187,702	4.26

For more details about your herd's position, click on the buttons below the Production table….

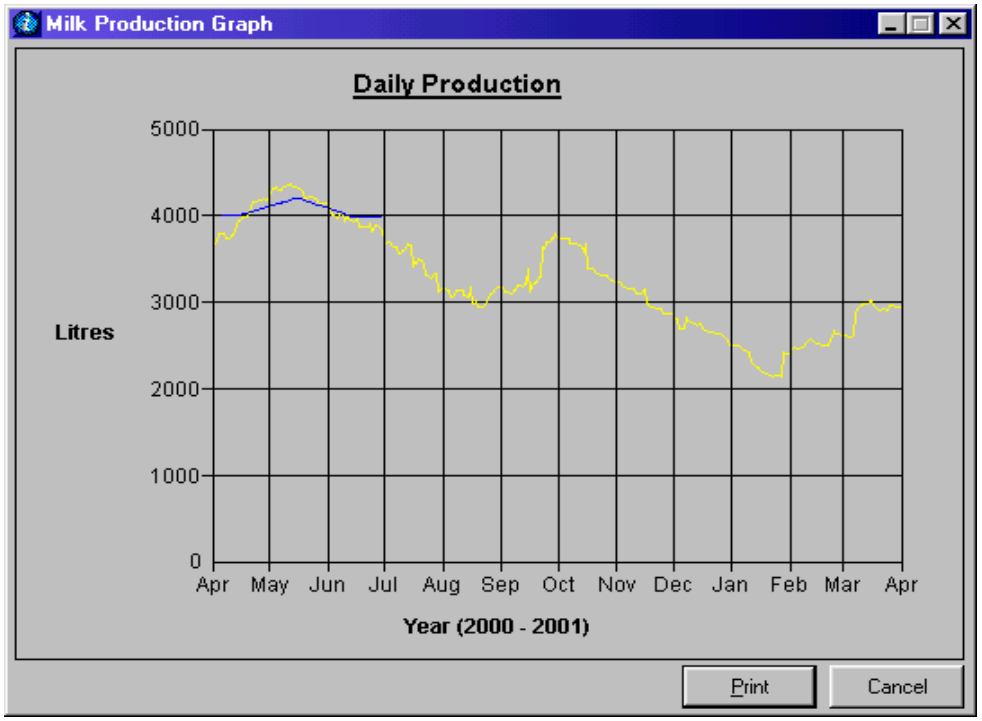
Cumulative Graph

Here is an example graph of the cumulative actual and predicted production to date in that quota year.



Daily Graph

Here is an example graph of the output month by month over the quota year.



Year Summary

This is the quota year view of the number of cows calving, drying off, entering and leaving the herd and total numbers in the herd each month.

Year Summary (2000 - 2001)

Month	Calvings Cows	Calvings Heifers	Calvings Total	Dry Off	Enter Herd	Exit Herd	Milking Herd Heifers	Milking Herd Cows
April	12	3	15	2	0	0	62	88
May	2	7	9	9	0	0	65	89
June	3	4	7	9	0	0	70	89
July	12	0	12	31	2	6	71	86
August	12	2	14	2	4	5	71	84
September	29	1	30	1	2	7	68	82
October	2	1	3	5	3	6	64	81
November	1	2	3	3	3	4	66	76
December	5	0	5	23	1	2	66	75
January	10	0	10	18	0	5	64	72
February	13	0	13	7	0	1	49	87
March	16	3	19	11	0	2	40	94
Total	117	23	140	121	15	38		

Average Cow Yield = 9111 litres
Average Heifer Yield = 7710 litres

Print Cancel

Monthly Summary

A list of cows calved, dried off, bought and sold on each month

Monthly Summary

July

Week Start	Litres	Animals
26/06/2000	3,823	146
03/07/2000	3,630	141
10/07/2000	3,605	142
17/07/2000	3,435	137
24/07/2000	3,262	128
31/07/2000	3,124	119

Calve: 12

10/07/2000	3019
12/07/2000	52
13/07/2000	66
16/07/2000	35
17/07/2000	44
19/07/2000	90
26/07/2000	3025
27/07/2000	991
30/07/2000	33
31/07/2000	101
Predicted Purchases	

Dry Off: 31

01/07/2000	188
01/07/2000	54
03/07/2000	170
04/07/2000	137
13/07/2000	191
15/07/2000	150
15/07/2000	18
15/07/2000	3046
19/07/2000	34
21/07/2000	1051
21/07/2000	132
21/07/2000	49

Exit Herd: 6

Predicted Culls	
15/07/2000	123
15/07/2000	122
15/07/2000	52
15/07/2000	45

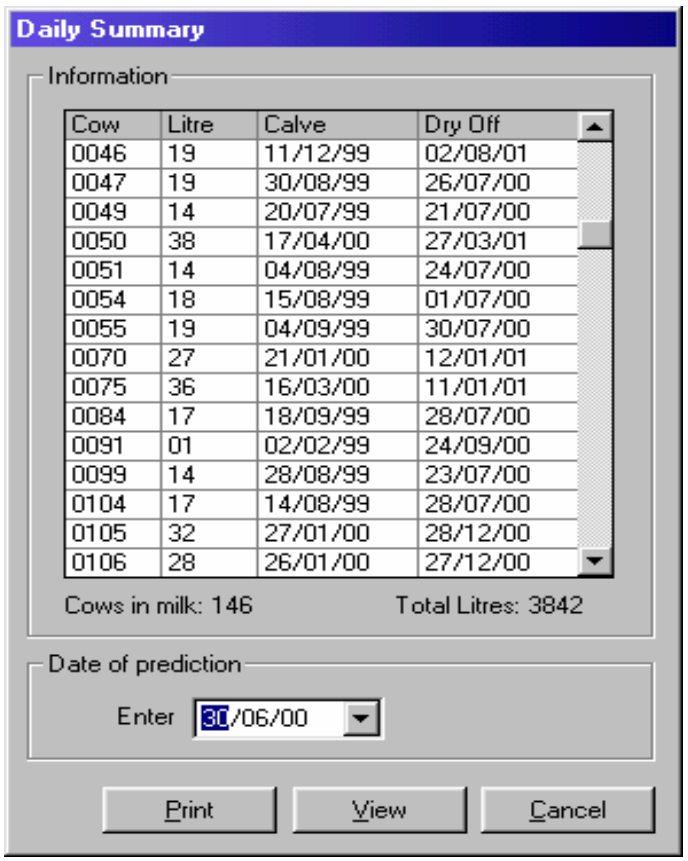
Enter Herd: 2

Predicted Purchases	
15/07/2000	
15/07/2000	

Print Previous Next Cancel

Daily Summary

For each cow in the herd, a table showing the litres produced, calving date and drying off date.

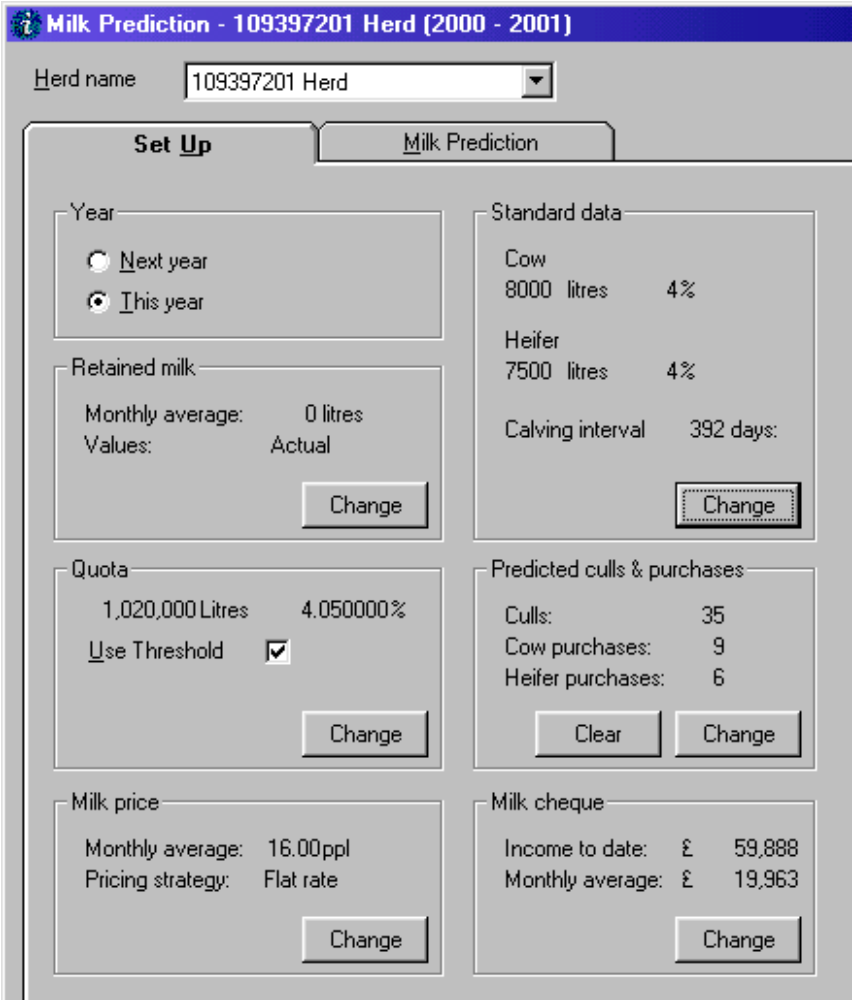


To ensure this information is accurate, you need to ensure that the Milk Quota, Milk Cheque, Retained Milk and Culls and Purchases are up to date. The next section shows you how.

Setting Up and Amending your Quota Details

It is important to keep your quota details up to date to ensure the quota profile in the Prediction module gives you accurate figures.

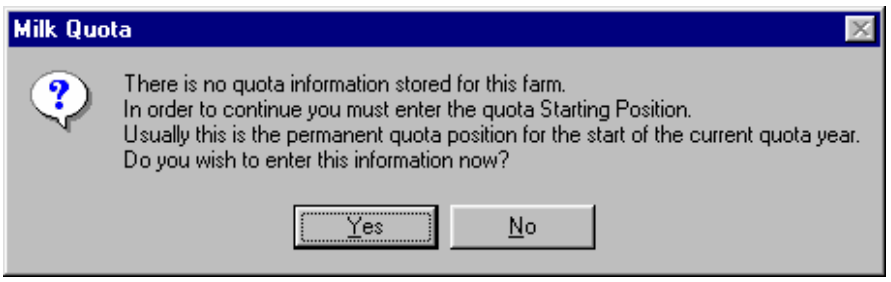
Setting up your initial quota position, adding details on leased in, leased out, purchased or sold quota can be done from the **Set Up** tab within the Prediction Module. To access this option, open the Prediction Module and click on the **Set Up** tab.



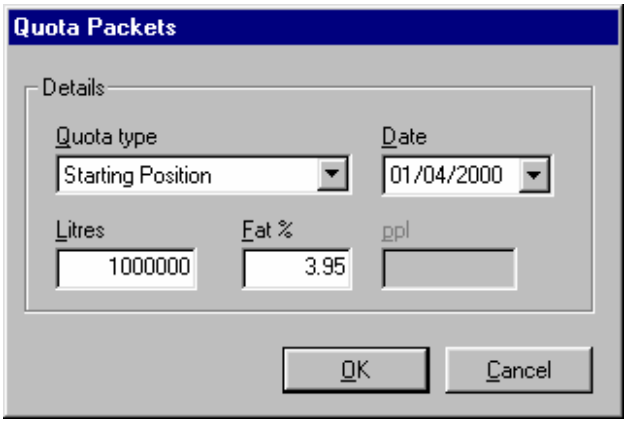
Quota Position

To set up your farm's quota details, from the Quota section click on the **Change** button.

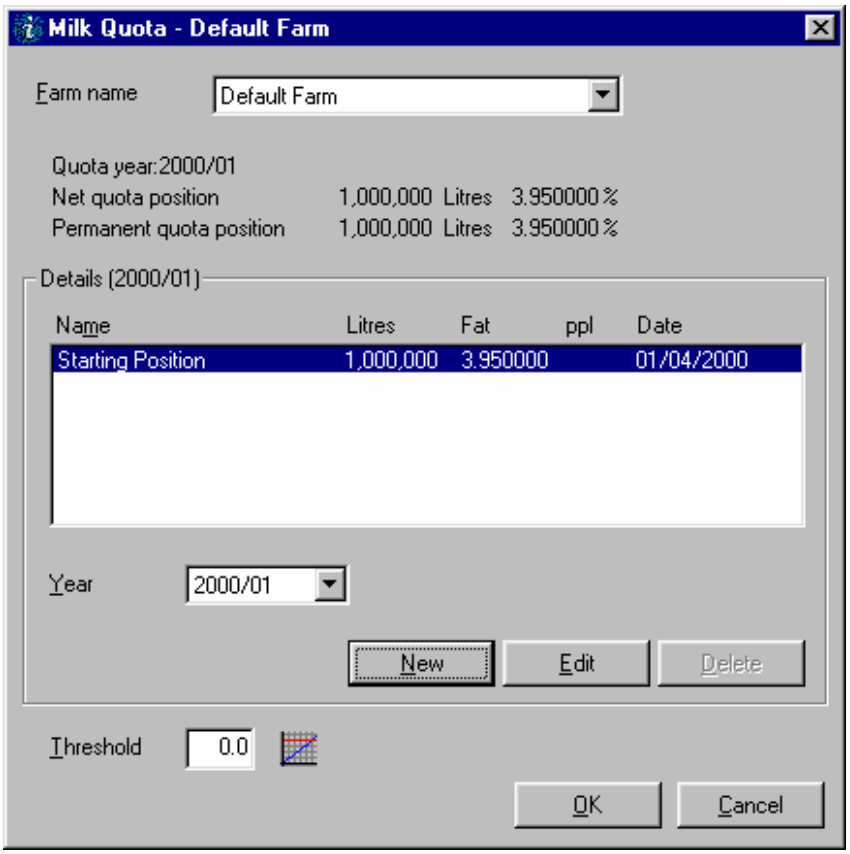
On your first use of this function, the following screen will appear. Click **Yes** to enter your starting position.



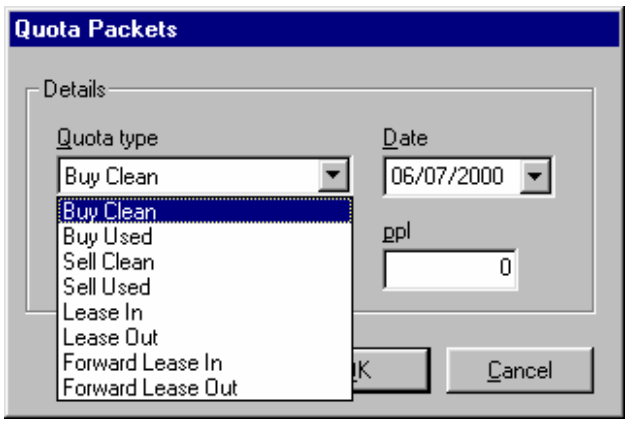
Complete the following screen and click **OK.**



You are now ready to add or remove quota, using the following screen.



To add quota, click on New in the above screen, and then select the quota type, litres, fat % and ppl in the following screen. If you want to use the Threshold figure then enter it at this point.



Deleting or Editing Quota Packets

Right click on the quota packet you wish to edit or delete, click on **Edit** or **Delete** and complete the screen appropriately.

Milk Cheque Details

Your milk cheque details entered into the Milk Cheque screen are used for the "actual" milk yield figures in the Prediction module. If you want to maintain an accurate production and quota position it is important that you update your milk cheque figures each month. This screen will also provide you with a 12 month picture of your income at a glance. Entering Milk Cheque details can be done from the Set Up screen within the Prediction Module. Open the Prediction Module and then select the Set Up tab

To enter your milk cheque details

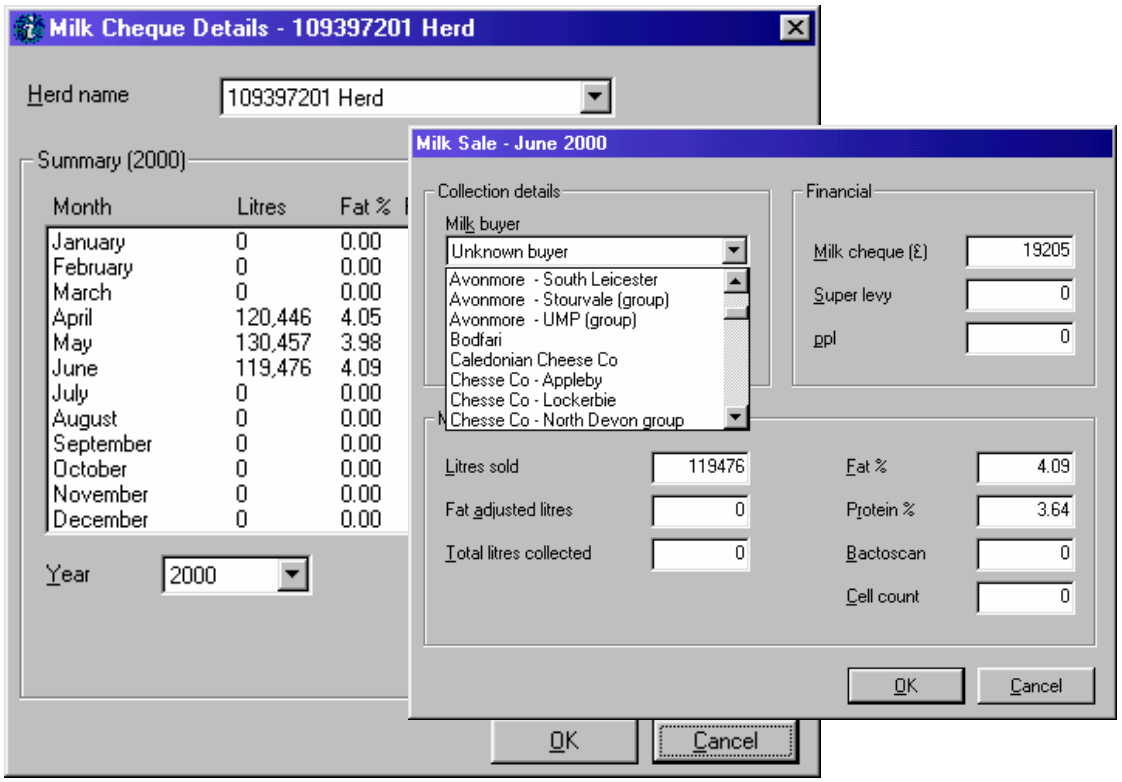
1. From the Milk Cheque section select the **Change** button

2. Select the herd for which the milk cheque applies

3. Highlight the month for which you want to enter details

4. Click on Edit and then enter your milk cheque details into the appropriate boxes.

NB. To ensure that the Prediction module is updated always fill in Litres sold, butterfat %, and milk cheque value (£).



Changing Defaults (Yields and Calving Interval)

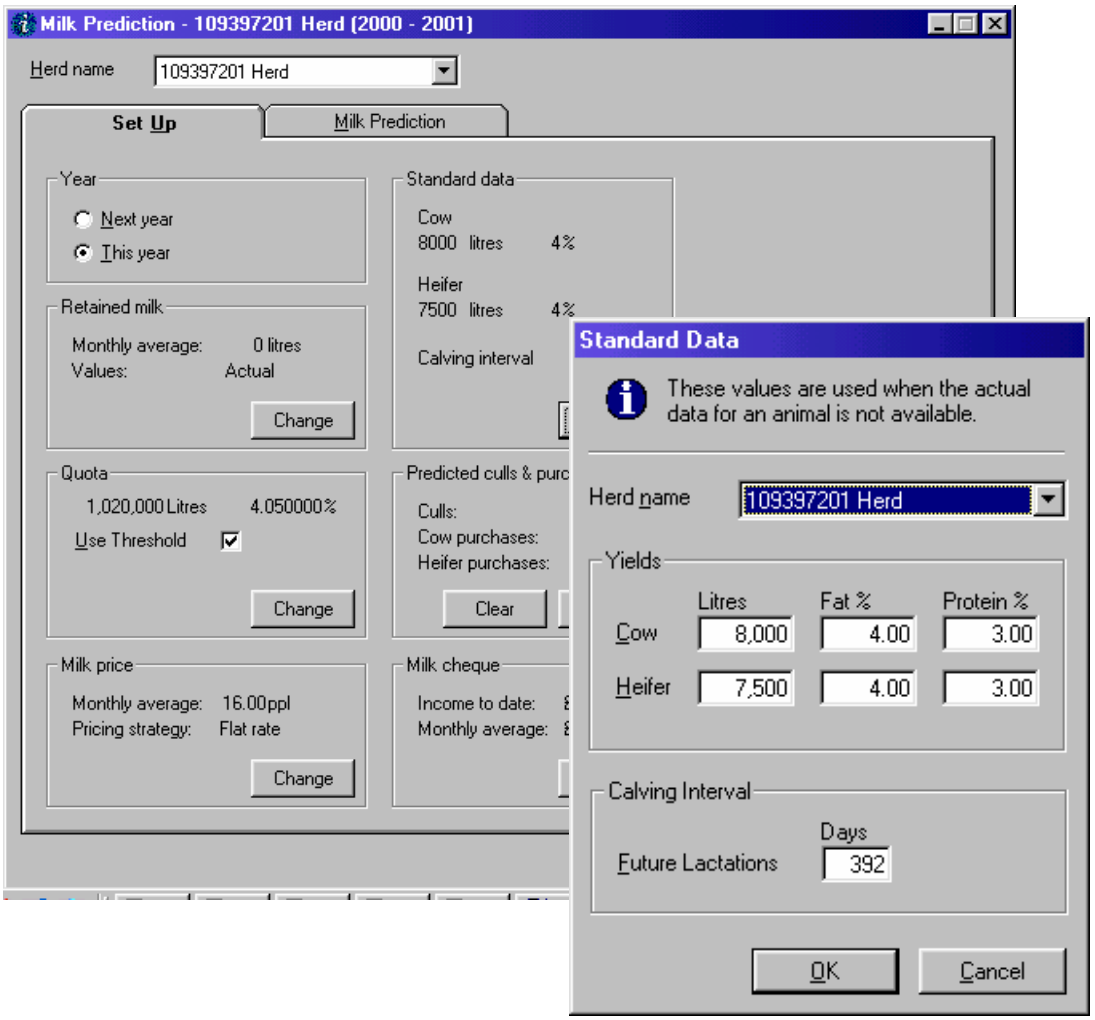
The following section relates to the "Standard data" section of the Set Up.

It allows you to set up default values for animals where no actual information is available. The default yields are used in the herd predictions for animals with no production history of their own, for example animals which have just entered the herd.

To ensure that the herd predictions are as accurate as possible you should set the default yields to your average herd yields, for heifers and for cows, and the calving interval to your herd's calving interval for this year.

To amend the values, click on the **Change** button.

Within the Standard Data screen the figures will show which default values are currently being used. To change these values click inside the relevant boxes and type in the new values.



Entering Culls / Purchases

The number of cows in your herd will probably not stay the same throughout the quota year. You will have a number of cull cows and possibly some newly purchased animals. To get as accurate a picture of your quota position as possible it is important that you enter in planned culls and purchases, and you can use this section to experiment with ways in which you can achieve your quota target through culls and purchases.

Please note that this is purely experimental. Any decisions you take about individual animals need to be entered as actual events against those animals, at the time that the cull / sale is made. Thus experimentation here will not affect your herd records.

To enter planned culls:

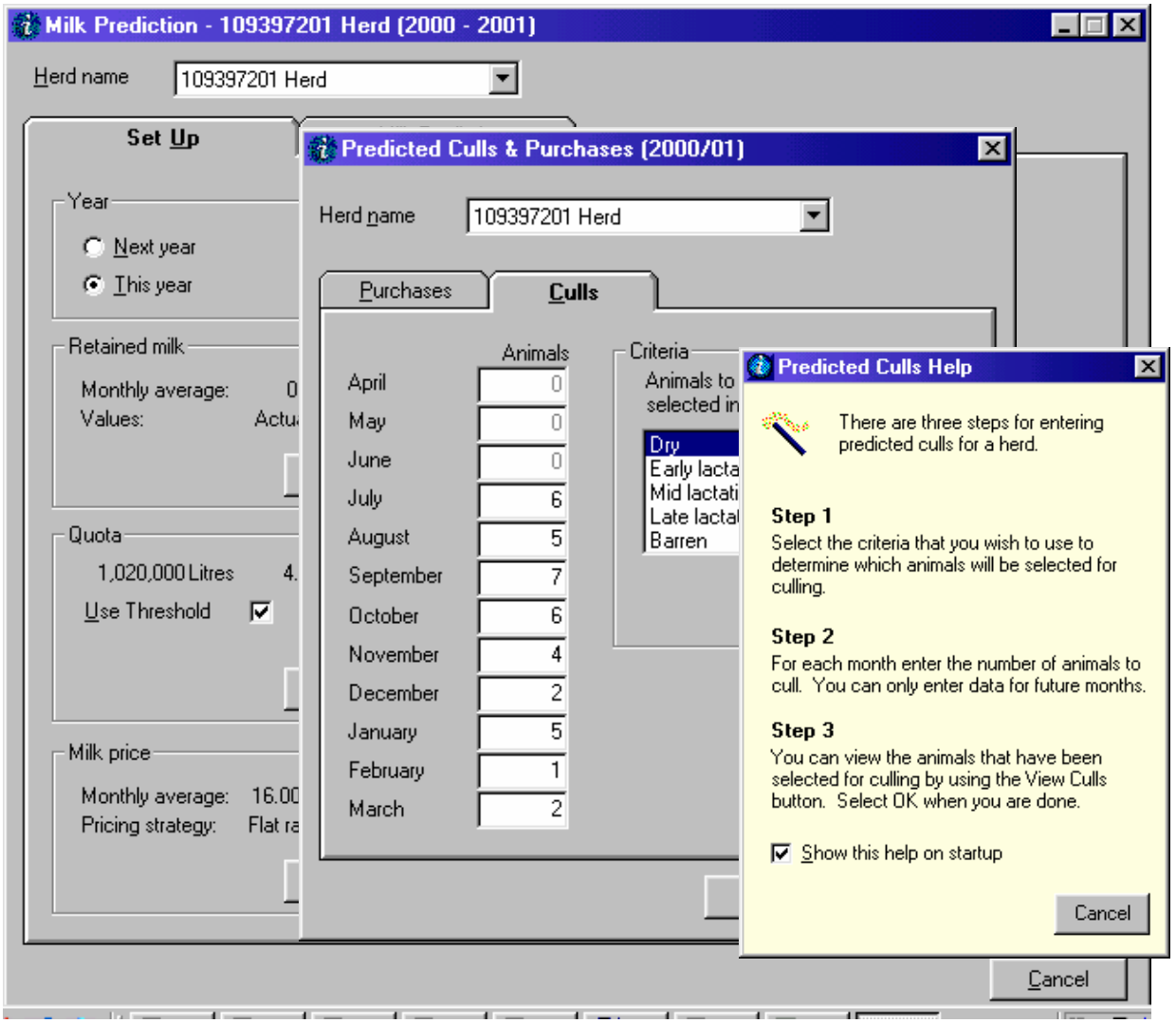
1. Under the **Set Up** tab, within the “Predicted Culls and Purchases” section, click the **Change** button.

2. Select the herd you want to work with from the top of the screen.

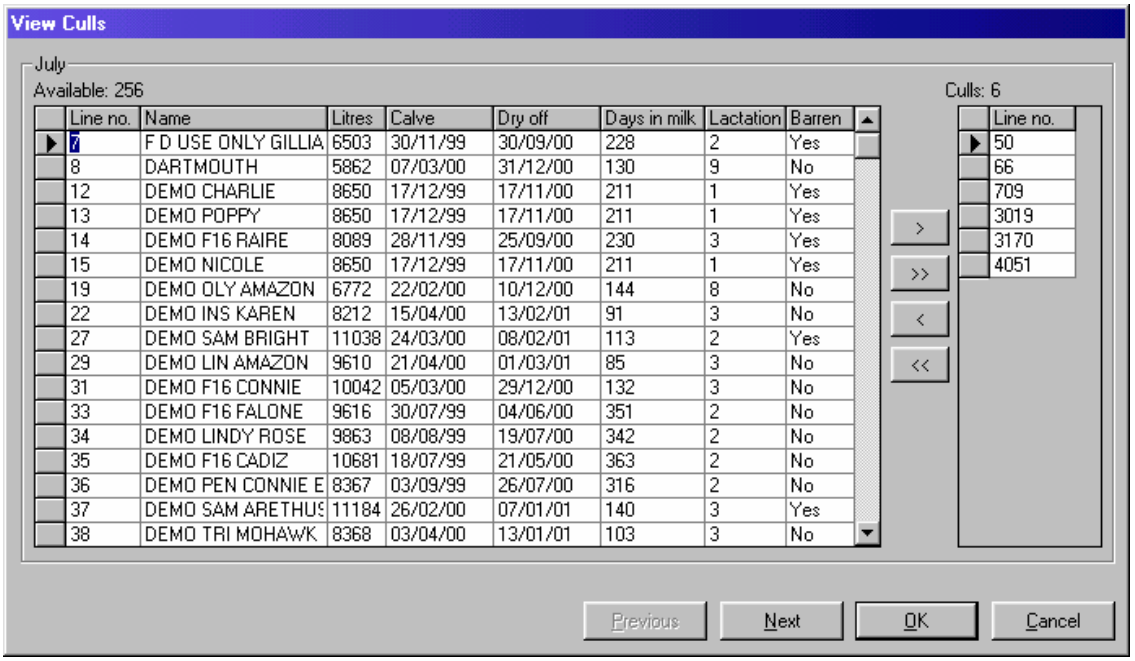
3. Click on the **Culls**tab

4. In the Culls column enter the number of cows you plan to cull in each month.

5. From the right of the screen in the Culls section now select the stage of lactation the animals will be in when culled.



6. Now select the **View Culls** button. This will provide you with a suggested list of cows to select for culling by month in the column on the right.



7. If you want to select different animals for culling you can move the animals on and off the cull list using the >> or << keys. Once you are happy with the animals on the Cull list click **OK**. The production of these animals will then be removed from the predicted production in the correct month.

8. You will now be back at the Culls / Purchases front screen. If you are happy with your entries click **OK** to return to the main Production Module screen.

Please note that animals you have selected as predicted culls will remain as predicted culls even if the animals in question do truly move off your herd. Therefore to gain a more accurate prediction you need to clear out your previous predicted culls every time you do a new prediction.

To enter planned purchases:

1. Open the Prediction module and select the **Set Up** tab.

2. From the section called Predicted Culls and Purchases select the **Change** button.

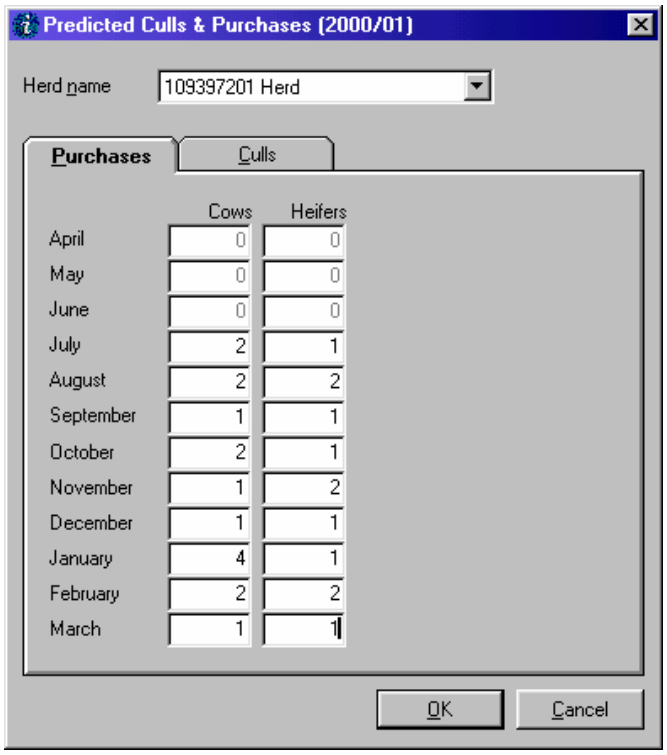
3. Select the herd you want to work with from the top of the screen.

4. Click the **Purchases** tab.

5. Enter the number of cows and heifers you plan to purchase in the appropriate months. The yield used for these animals will be the Default Yield.

6. Once you are happy with the number of cows and heifers you have entered, click **OK**.

7. The planned purchases will now be used to update your prediction.



Using Predicted Milk Price

*impel*PRO's Prediction module allows you to enter the milk price you anticipate receiving over the next year, to allow an accurate cash flow to be predicted. You can enter either a flat rate ppl or the constituent values of the milk for each month of the coming year. Using the predicted milk yield, *impel*PRO will then provide you with a predicted milk income for each month.

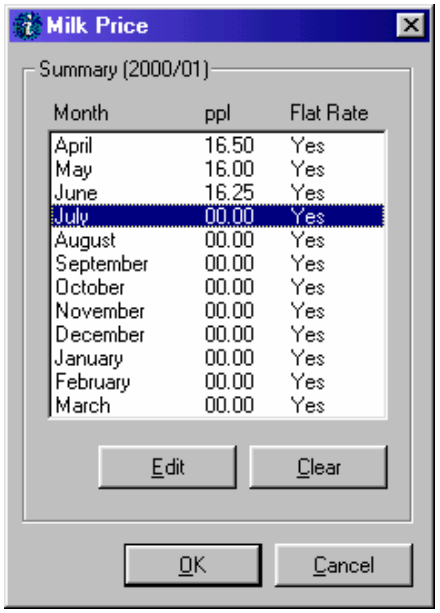
To set the Predicted Milk Price

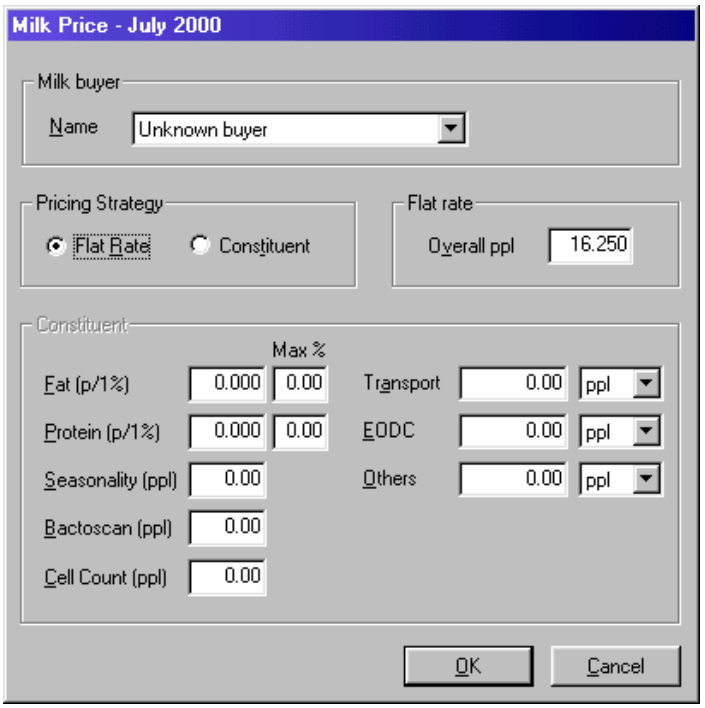
1. Open the Prediction Module and then select the **Set Up** tab

2. In the section called Milk Price select the **Change** button.

3. Select the month for which you want to enter a milk price and then select the **Edit** button.

4. You can now enter details on the name of the buyer, flat rate or constituent details.





5. Once you are happy with your selections press the **OK** button.

Retained Milk

If you use retained milk on your own farm, *impel*PRO's Prediction Module allows you to enter these values to be taken into account against your quota.

To enter the amount of milk you retain:

1. Open the Prediction Module and then select the **Set Up** tab

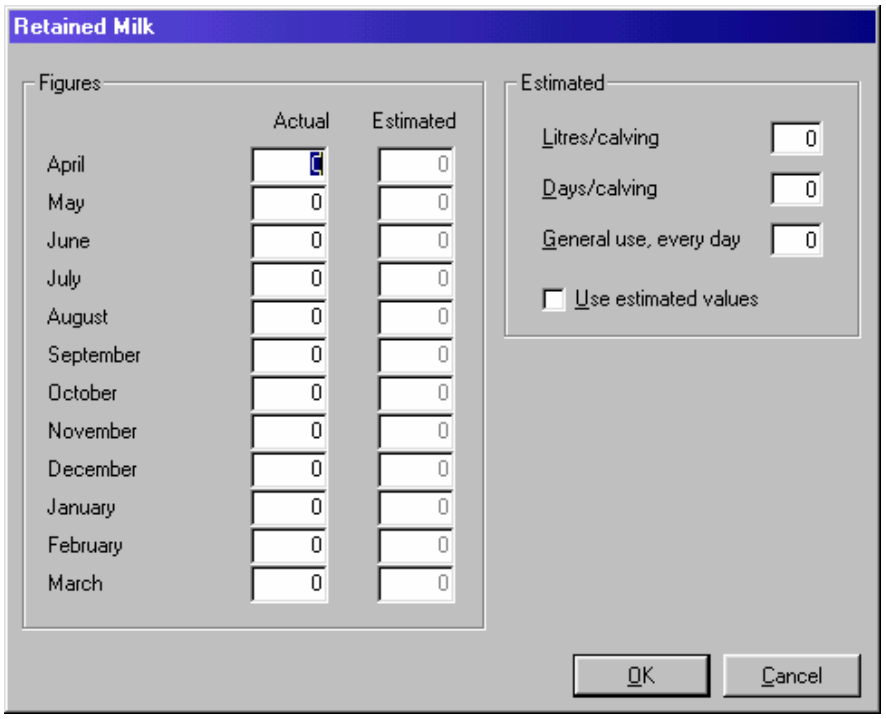
2. From the section called Retained Milk select the **Change** button.

3. If you use a set amount of milk on the farm each month enter theses values in the "Actual" column.

OR

4. If you use a certain amount per day or per calving enter these values on the right hand side of the screen and tick the Use Estimated Values box. *impel*PRO will then work out how much milk you will retain each month based on the number of predicted calving etc.

4. Once you are happy with your entries select the **OK** button and the figures will now be used in the Milk Prediction.


Retained Milk
Figures
Actual
Estimated
April
May
June
July
August
September
October
November
December
January
February
March
Estimated
Litres/calving
Days/calving
General use, every day
Use estimated values
OK
Cancel

Health Module

The law on the use of medicines on farm is demanding, and *impel*PRO's Health module helps you work alongside the legal requirements, with an electronic medicine book and NOAH compliant reports.

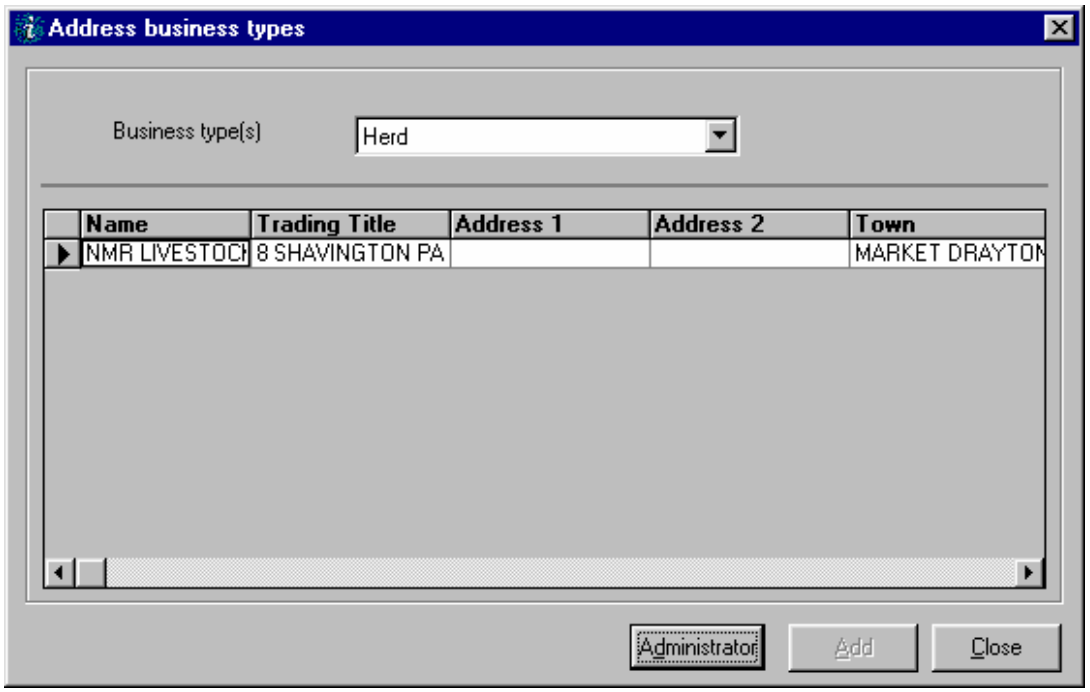
NB: Both the words 'medicine' and 'drug' appear in the *impel*PRO software. This User Guide usually refers to 'medicines', for which you can read 'drugs' where necessary.

Setting up the Health module

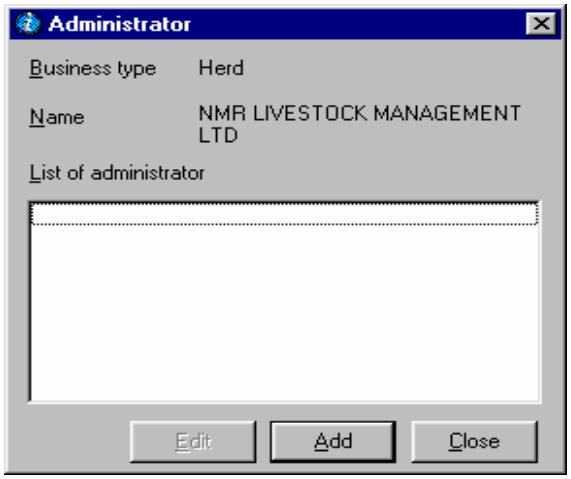
Before you start to use the health module, there are several sections that need to be set up.

Administrator

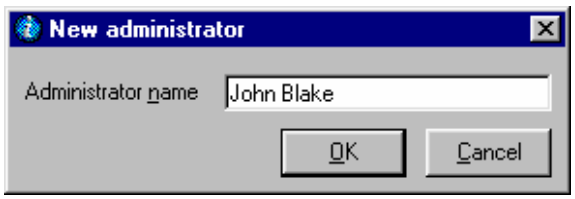
By law the name of the person who administers each medicine should be recorded. Set up your list of names by clicking on **Edit_ Addresses and Contacts.**



Click on the **Administrator** button and click on **Add.**



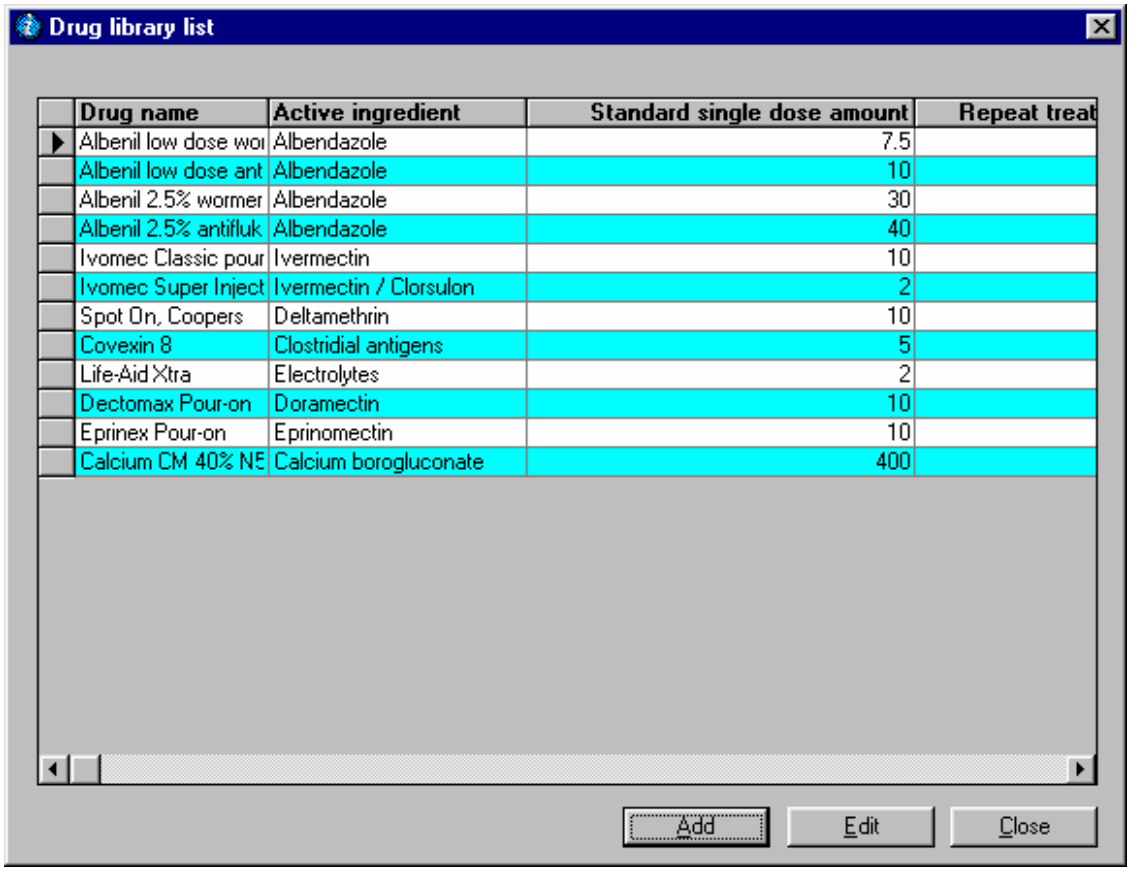
Type in the name of an administrator and click **OK**. Repeat this process for each Administrator.



Medicine Library

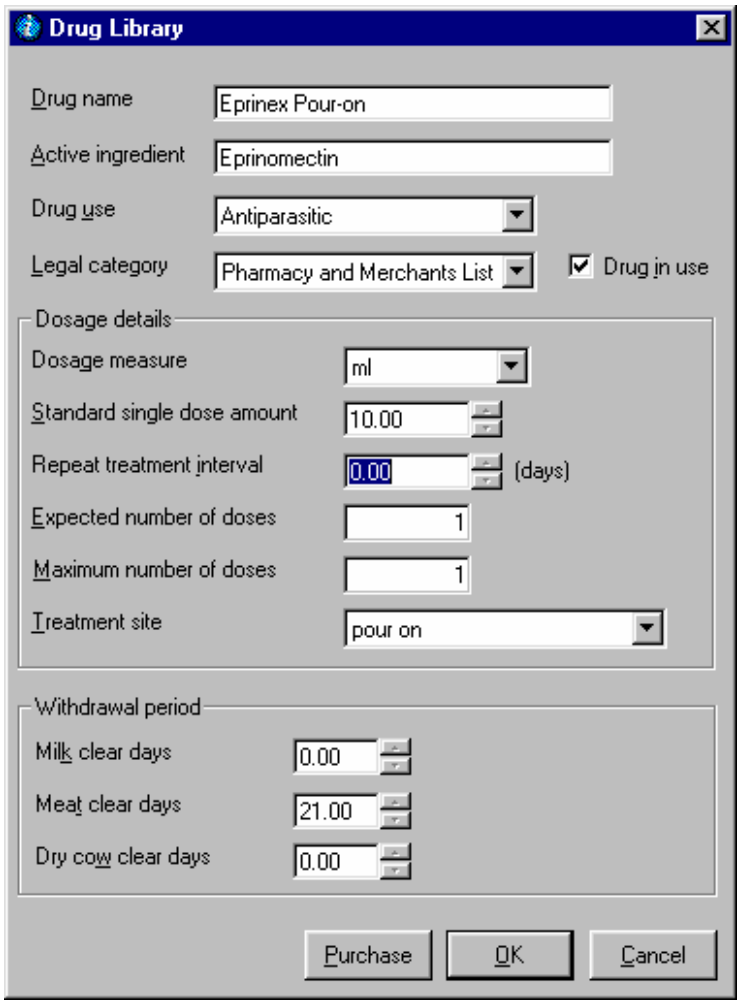
Use the medicine library to maintain legal records of all medicines which you intend to use on the farm. The medicine library records details of dosage rate, medicine use, and legal category and withdrawal periods.

Click on **Modules_ Health_ Drug Library** to see the medicine library list. Some medicines have already been entered for your convenience, but please do check that information such as the dosage amounts, and milk clear periods are still correct, by referring to details on the medicine packet. To change these details, click on the **Edit** button.



Drug name	Active ingredient	Standard single dose amount	Repeat treat
Albenil low dose wor	Albendazole	7.5	
Albenil low dose ant	Albendazole	10	
Albenil 2.5% wormer	Albendazole	30	
Albenil 2.5% antifluk	Albendazole	40	
Ivomec Classic pour	Ivermectin	10	
Ivomec Super Inject	Ivermectin / Clorsulon	2	
Spot On, Coopers	Deltamethrin	10	
Covexin 8	Clostridial antigens	5	
Life-Aid Xtra	Electrolytes	2	
Dectomax Pour-on	Doramectin	10	
Eprinex Pour-on	Eprinomectin	10	
Calcium CM 40% NE	Calcium borogluconate	400	

To enter new medicines into the library, click on the **Add** button to reveal the following screen.

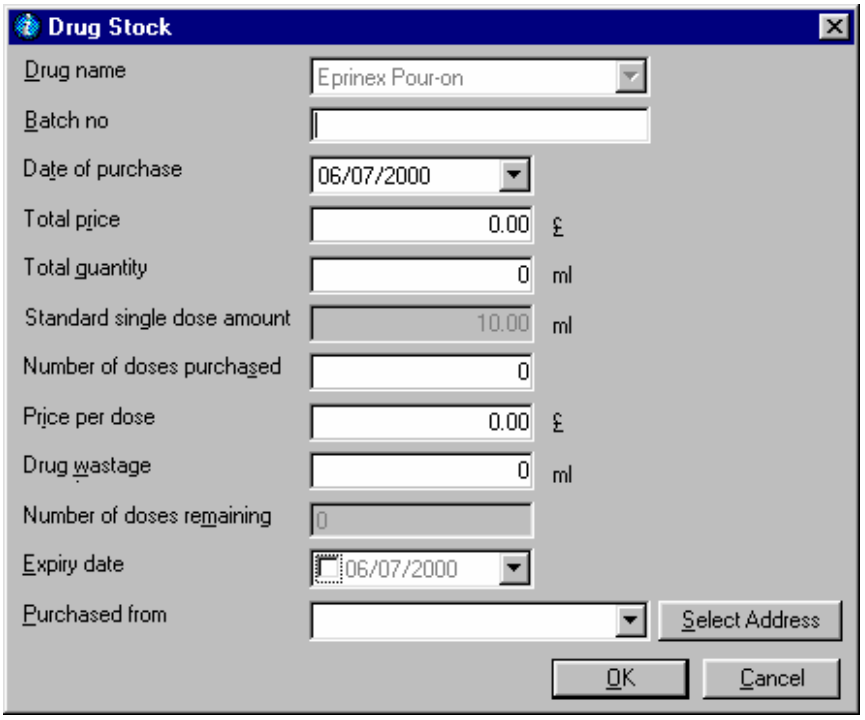


Enter the correct details. Note that the standard dose single amount is recorded as per 100Kg of bodyweight. The actual dose per animal will need to be calculated according to the actual animal weight.

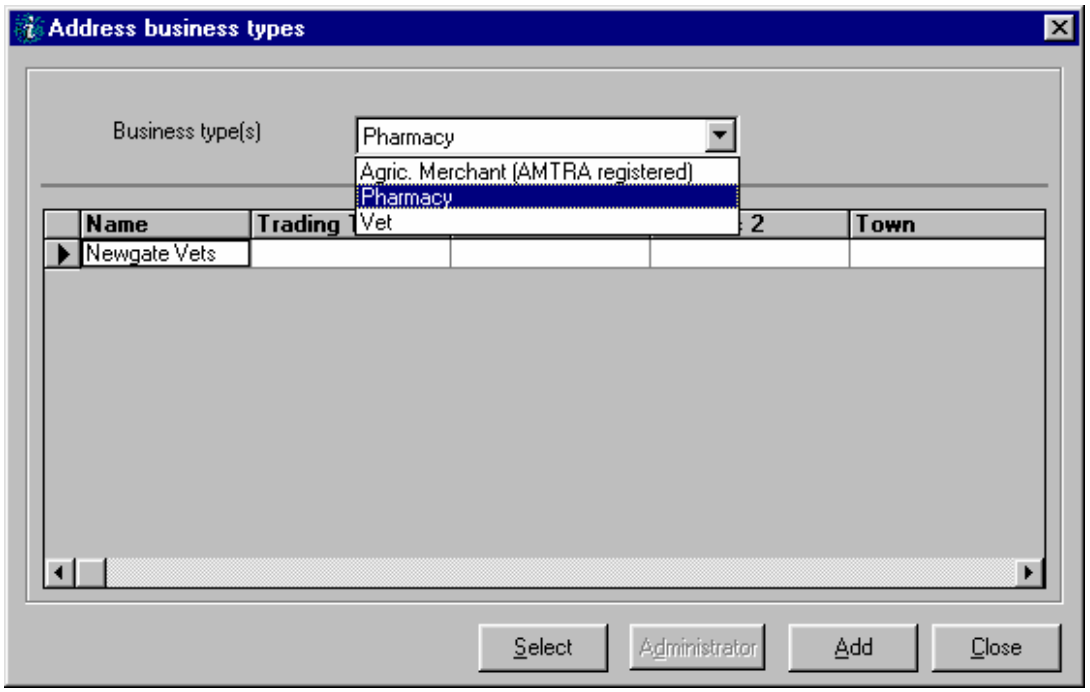
Please note that if you choose **Prescription-Only Medicine (POM)** under the **Legal Category** here the drug you are enrolling into the library will not be available for you to purchase into your Drug Stock. This is because it is assumed that POMs are vet administered and are not held in stock. Therefore if you would like the drug available for you to purchase into your stock please use any of t he other selections here or the **Stock Prescription-Only Medicine.**

To enter the medicine into the Library, click **OK**.

However, to enter the medicine into your medicine stock at this stage, you will need to click on **Purchase** . This automatically inserts the medicine into the library, but in addition asks you for specific details of the stock being purchased. In the following screen, enter details of the Batch number, price and quantity. *impel*PRO will automatically calculate the number of doses purchased and price per dose.



By law, you need to complete details of the supplier of the medicine. To set up a new supplier, click on the **Select Address** button. Click on **Add**, type in the address details and supplier type, and click **OK**. Ensure you complete the Business type box using the drop down menu.



Medicine Stock

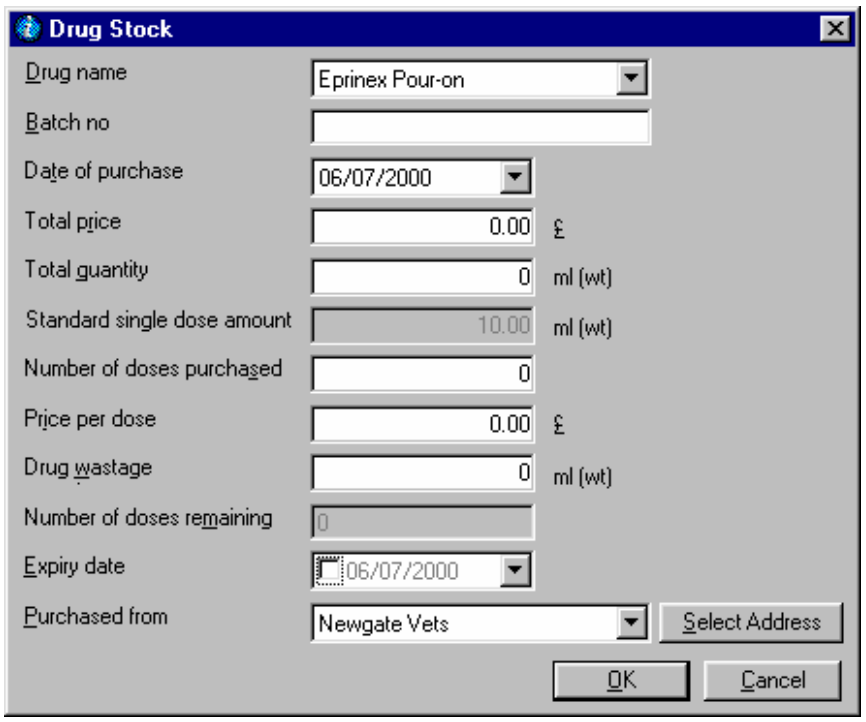
By law, you are now required to keep an accurate record of all medicines you hold on your farm. By keeping the *impel*PRO Medicine Stock up to date you will be able to produce all the reports required by NOAH.

Medicines must be entered into the Medicine Library before they can be “purchased” into the Medicine Stock. As shown in the previous section, purchase can be made at the same time as entering a medicine into the library. Once a medicine is recorded in stock, for subsequent purchases, you will need to click on

Modules_Health_Drug Stock_ Add

Select the medicine you require from the drop down list at the top of this screen, and complete the remaining details in the same way as shown in the previous “Drug Library” section.

*impel*PRO allows you to record several different batches of the same medicine in stock, which is why it is important to complete the batch number box.



Entering health events

Correct and timely entry of animal health events is vital to ensure your records and reports are NOAH compliant.

*impel*PRO leads you through this in easy steps and, just as in the Command module, you benefit from the data entry options of **batch**, **rapid** and **single event entry**. To find out how to use these event entry options, please refer to the information in the Command module section.

For ease of selection, health events are grouped into logical sections:

Main Events: includes calved, served, barren, bulling, drying off

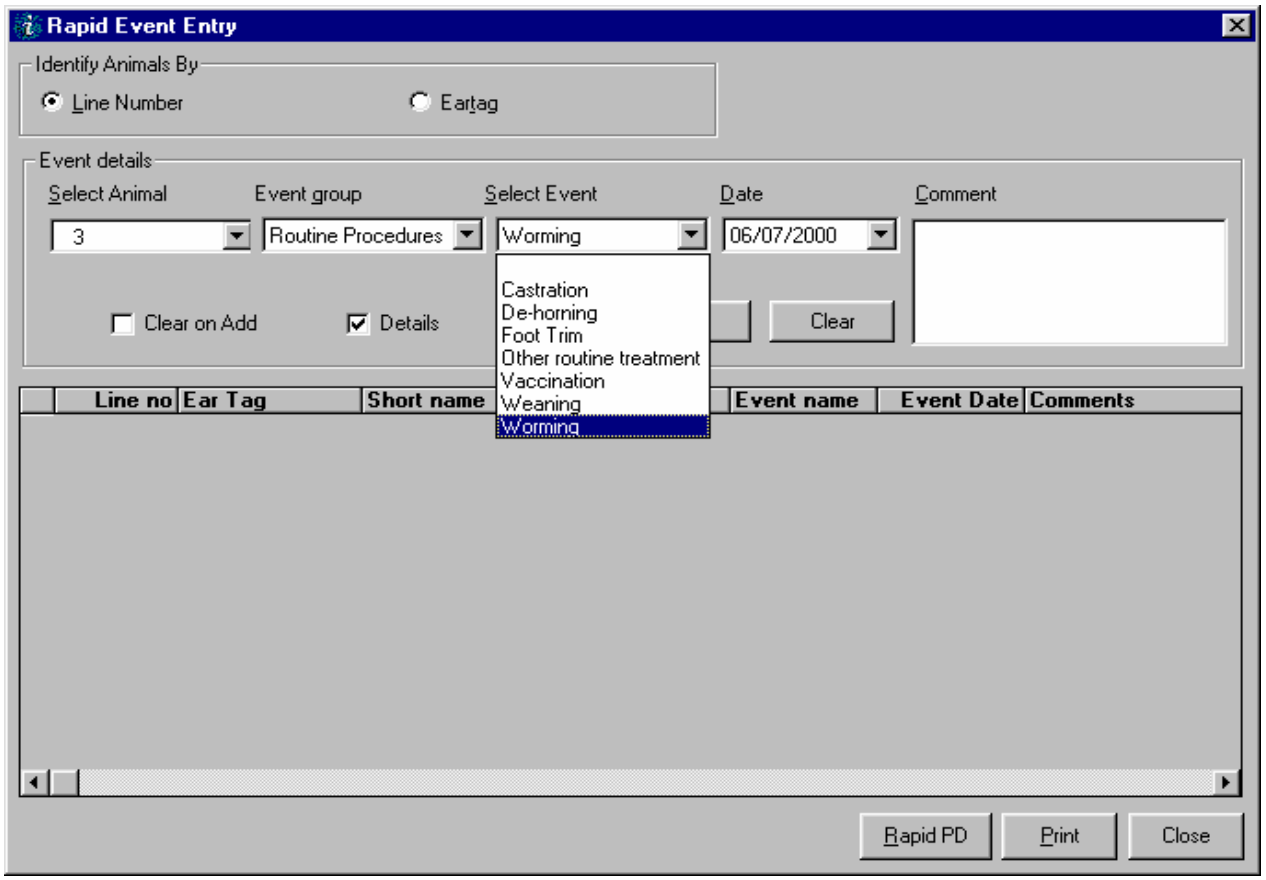
Health Events: includes diseases and health problems such as mastitis, lameness, milk fever, and injury

Fertility Intervention : includes fertility treatments such as post-natal exam and retained foetal membrane

Routine Treatments: includes regular treatments such as worming, castration and foot trimming

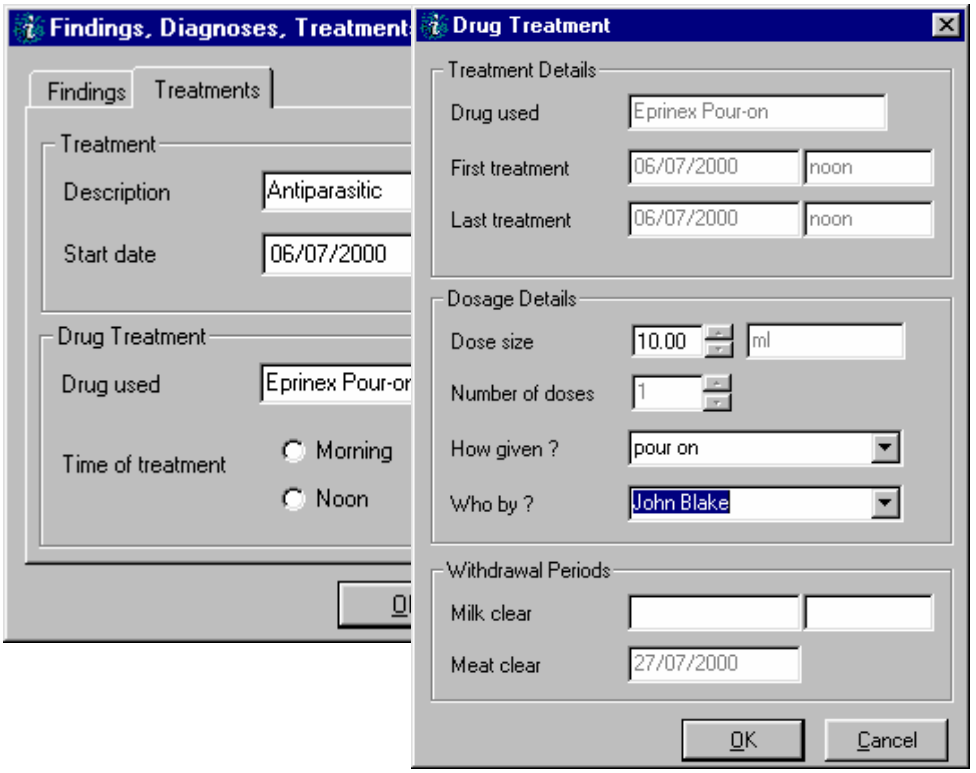
To enter health events, click on **Data Entry_ Rapid Event Entry**.

Select the animal in question, the event group, event, date and any comments.



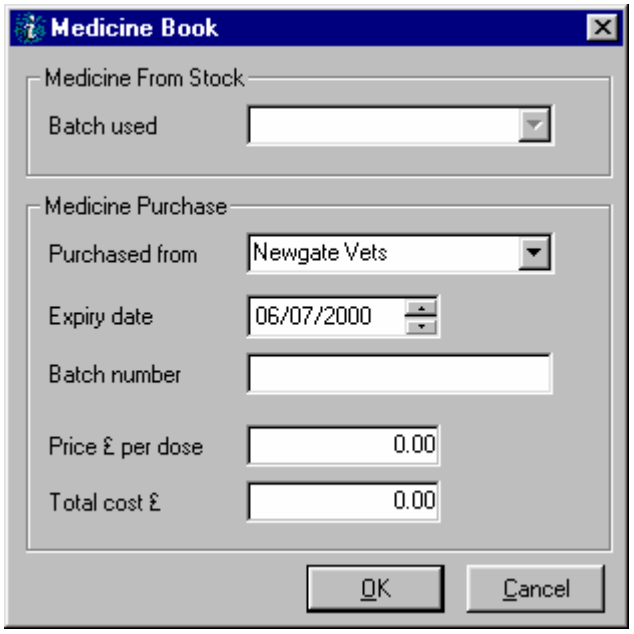
Click on **Clear on Add** if you are entering different types of information for different animals. This will help to avoid mistakes made when failing to change details between animals.

If you tick the **Details** box, then you will be prompted for further details – e.g. medicine treatment. When the event includes a medicine treatment, *impel*PRO only allows you to select medicines appropriate to the medicine use category. Input the time of treatment in order to calculate any withdrawal period accurately.

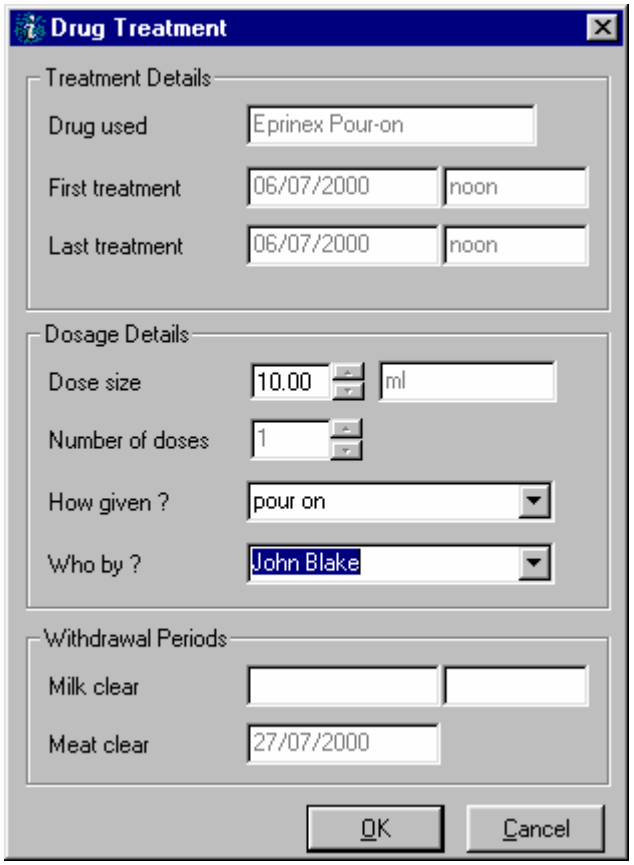


Click on **OK** or Findings and you will be asked for further details of the medicine treatment as seen in the following screen.

If this medicine is not available from stock, then *impel*PRO will ask you for details in the following screen, so that it can update the medicine stock.



If the medicine is a POM *(Prescription Only Medicine)* you will not be prompted for stock details as it is assumed that POMs are vet administered and are not held in stock. Complete and check the treatment screen, including details on how the medicine was administered and who by.



And finally include findings and diagnosis by clicking on the **Findings** tab.

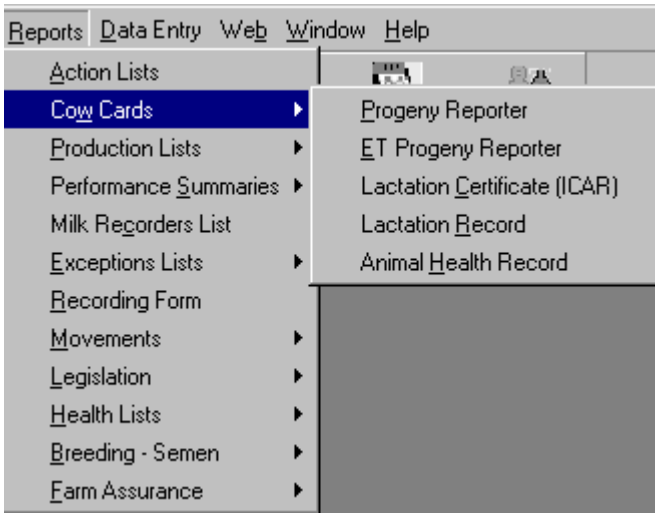
Each time you record the administration of a medicine, the medicine stock will be updated. You can view current stock level in the "Remaining Doses" column of the Medicine stock list by clicking on **Modules_Health_Drug stock**.

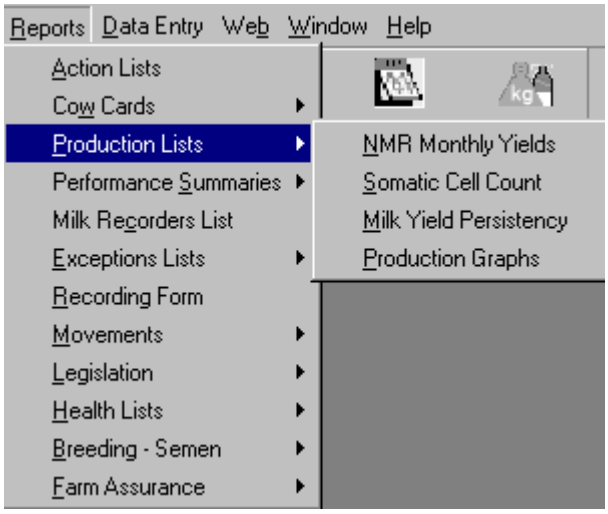
Health Reports

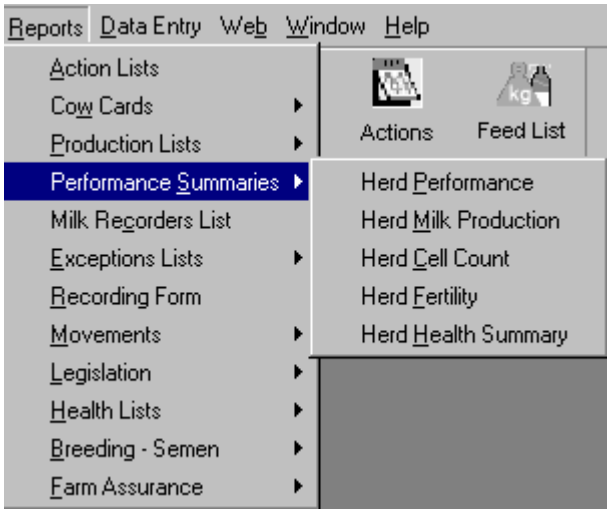
Just as is the Command module, the Health module includes an impressive range of reports to suit a diversity of purposes. All reports are accessible through the **Reports** menu item.

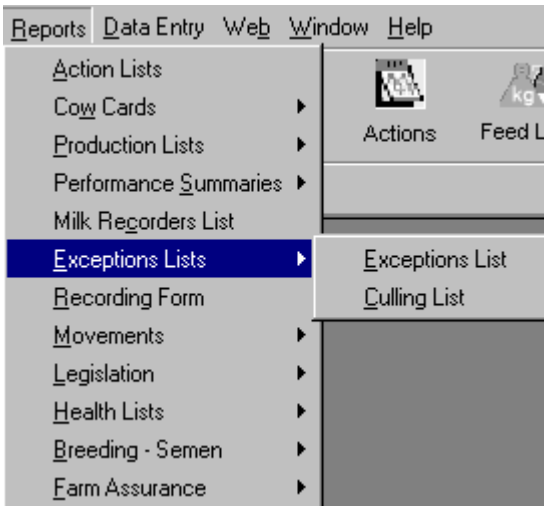
Please refer to the Command module section for information on how to use these reports. The best way to learn about these reports is to experiment with them.

Of particular interest may be the Animal Health Record, Somatic Cell Count, Herd Health Summary, Treatments / Withdrawal, Use and Purchase of Medicines and Cost of treatment per animal in lactation. A quick view of the titles of the reports available is provided below.






Reports
Data Entry
Web
Window
Help
Action Lists
Cow Cards
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed List
Herd Performance
Herd Milk Production
Herd Cell Count
Herd Fertility
Herd Health Summary


Reports
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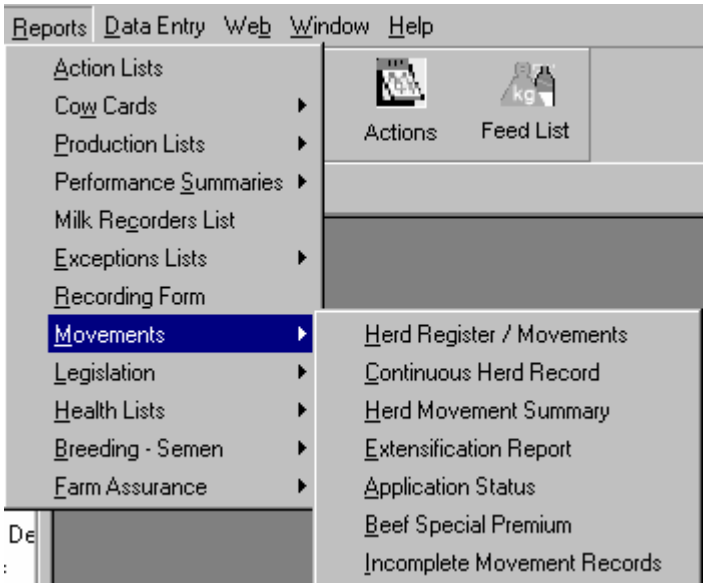
Cow Cards
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Exceptions List
Culling List


Reports
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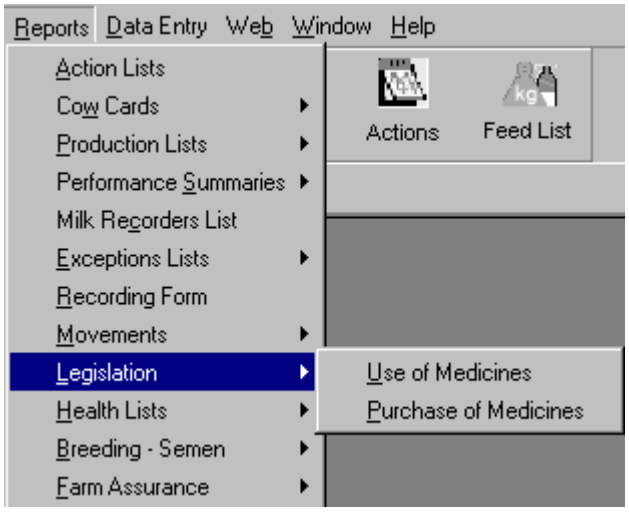
Action Lists
Cow Cards
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed List
Herd Register / Movements
Continuous Herd Record
Herd Movement Summary
Extensification Report
Application Status
Beef Special Premium
Incomplete Movement Records


Reports
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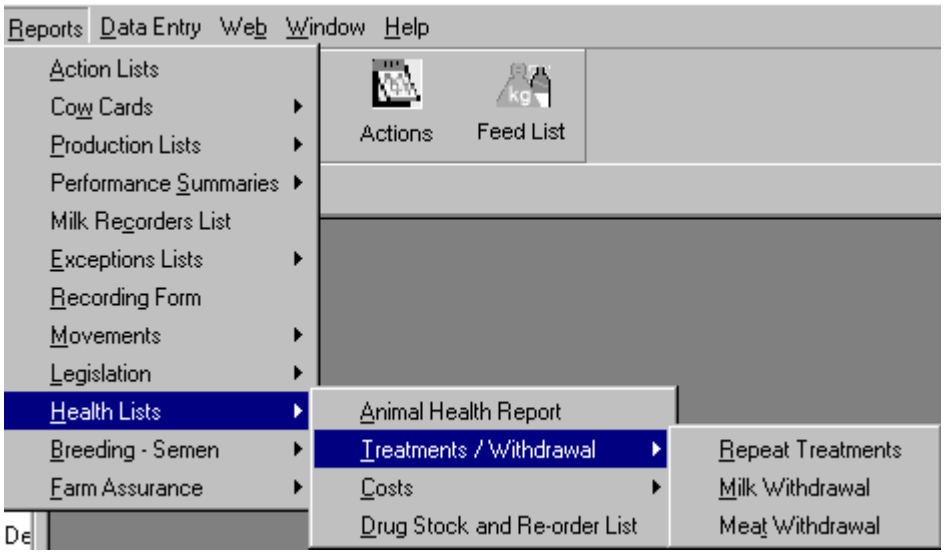
Action Lists
Cow Cards
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed List
Use of Medicines
Purchase of Medicines


Reports
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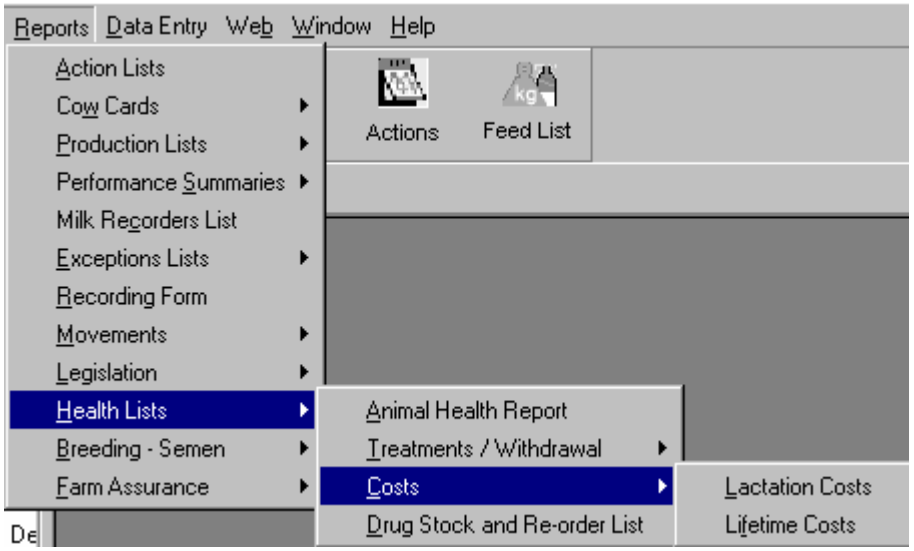
Window
Help
Action Lists
Cow Cards
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed List
Animal Health Report
Treatments / Withdrawal
Costs
Drug Stock and Re-order List
Repeat Treatments
Milk Withdrawal
Meat Withdrawal


Reports
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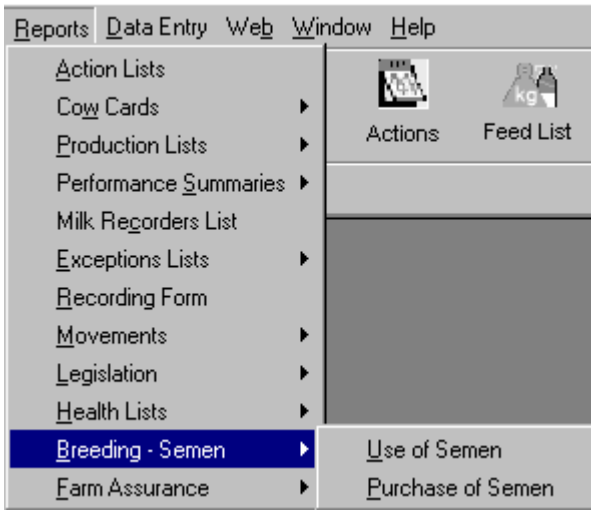
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed List
Animal Health Report
Treatments / Withdrawal
Costs
Drug Stock and Re-order List
Lactation Costs
Lifetime Costs


Reports
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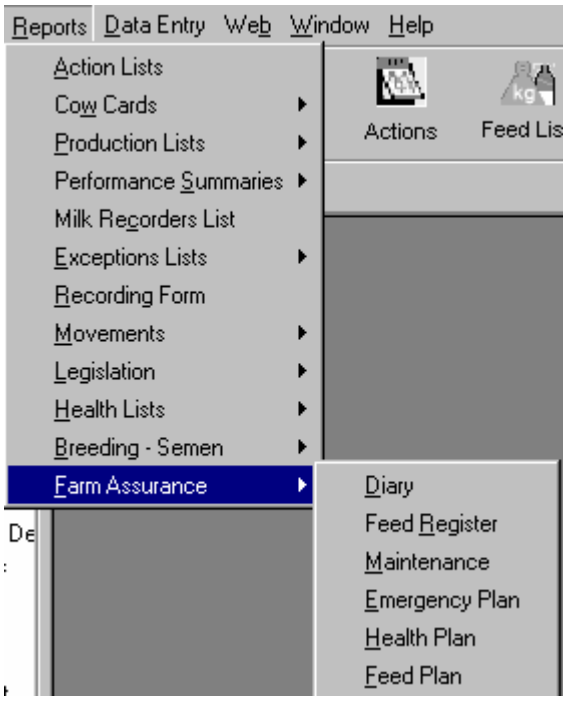
Production Lists
Performance Summaries
Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed List
Use of Semen
Purchase of Semen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Milk Recorders List
Exceptions Lists
Recording Form
Movements
Legislation
Health Lists
Breeding - Semen
Farm Assurance
Actions
Feed Lis
Diary
Feed Register
Maintenance
Emergency Plan
Health Plan
Feed Plan

The Movements Module

Setting up Holdings

A holding is an address to which an animal is moved from or to. Holdings include markets, abattoirs, other farms and temporary grazing addresses.

Before using the movement's module it is important that you set up your holding information correctly and accurately. This will ensure that the information sent to *impel*PRO is accurate and that your on farm records are accurate and complete.

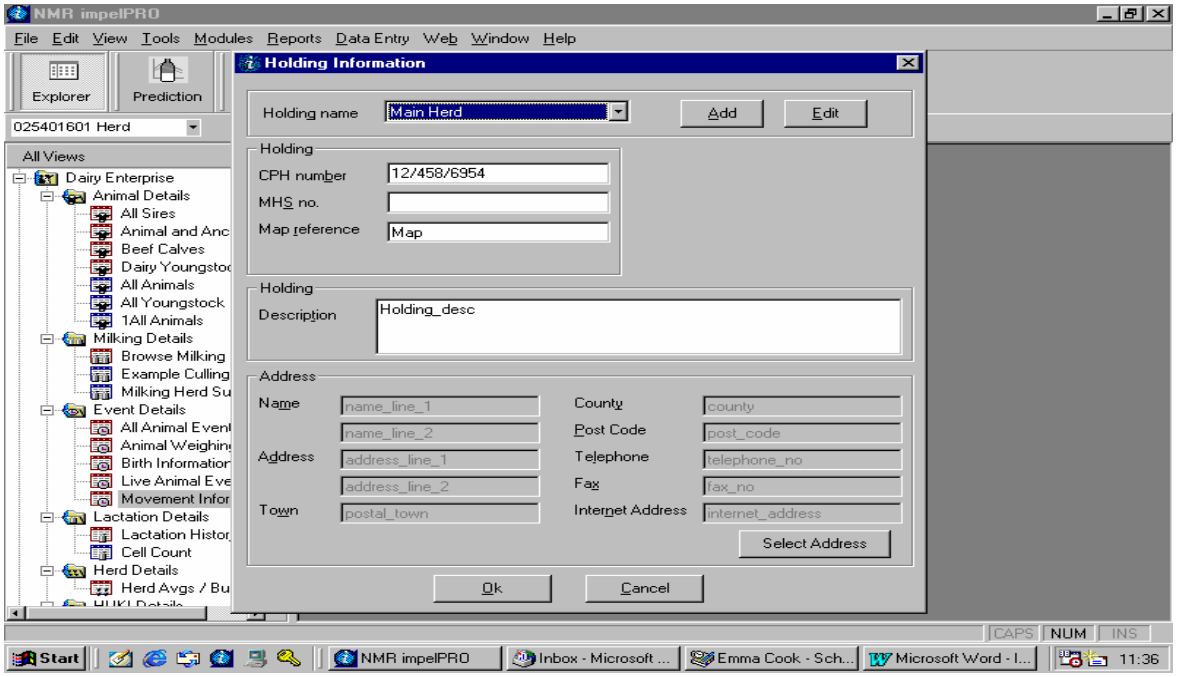
PLEASE NOTE:

All the animals in the same herd will initially be imported into one holding. If some of your animals are actually on a different holding at the set up of the movement's module it is important that you enter this information correctly. To ensure your animals are on the correct holding see details under the heading below "IMPORTING ANIMALS INTO THE CORRECT HOLDING".

Setting Up Your Farm Holding:

1. From the top menu under **Modules** select **Movements** and then **Holding**.

2. First select Default Holding from the drop down menu next to Holding Name. Default holding is the holding where the herd on *impel*PRO resides (i.e. probably your farm address). To change the name of the default holding to a more meaningful name select the Edit button and type in the name.



3. Now enter you CPH (County Parish Holding) number. The CPH number must be entered if you want to send movement or birth information to BCMS electronically.

4. MHS and Map reference number and description are optional and for your use only.

5. The address must be entered correctly. Choose the Select Address button and then Add. Fill in the name and address of your home holding and then select OK. Select the address and it will then be added to your holding details.

6. If you have more than one herd on *impel*PRO see the Holdings section on the multiple herds.

Setting up other holdings:

1. To add holdings that you commonly use to buy, sell, or move cows to select **Modules** from the top menu and then **Movements** and then **Holding**.

2. Select **Add** at the top right hand side of the screen and type in the name of the holding you wish to add.

3. If you know the CPH number it can be entered but for a holding not owned by you this is unlikely.

4. You must then enter the address of the holding. Choose the **Select Address** button and then **Add**. Fill in the name and address of your home holding and then select OK. Select the address and it will then be added to your holding details.

Associating holdings with herds

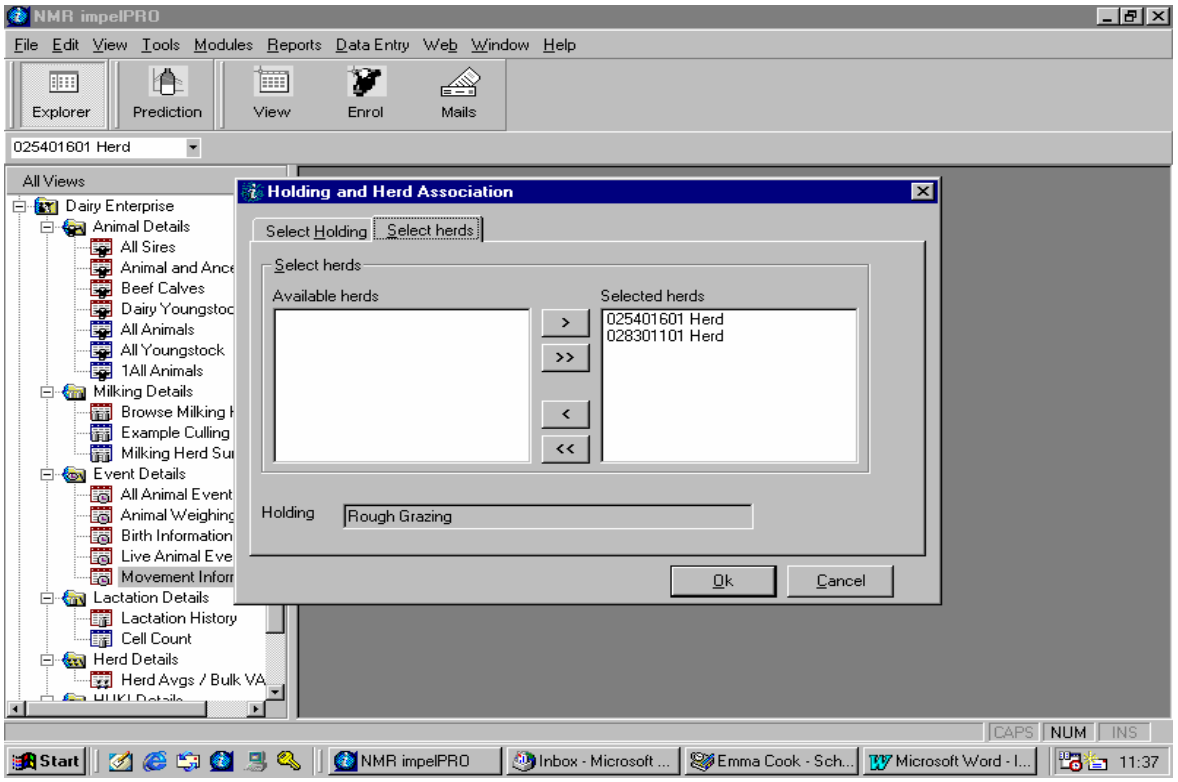
Once you have set up your holdings you may find it useful to set up some associations. An association helps the software to understand when you may be moving an animal from one holding to another without actually selling it, or from herd to herd within the same holding.

For example if you own fields on the other side of the village and use them as temporary grazing, you will want to associate both holdings with the one herd. If you have two herds on the same holding you will want to associate both herds with the one holding.

1. To associate a holding from the top menu select **Modules** and then **Movements** and then **Holding and Herd Association.**

2. Select the holding you want to associate with a herd(s) and then choose the Select Herds tab.

3. Now move any herds associated with this holding to the right hand side of the screen using the arrow keys. When you are happy with the herd select OK.



Importing Animals into the correct holding

When you first import a herd's data all the animals will be put into the same holding (the holding that you selected at the beginning of the import).

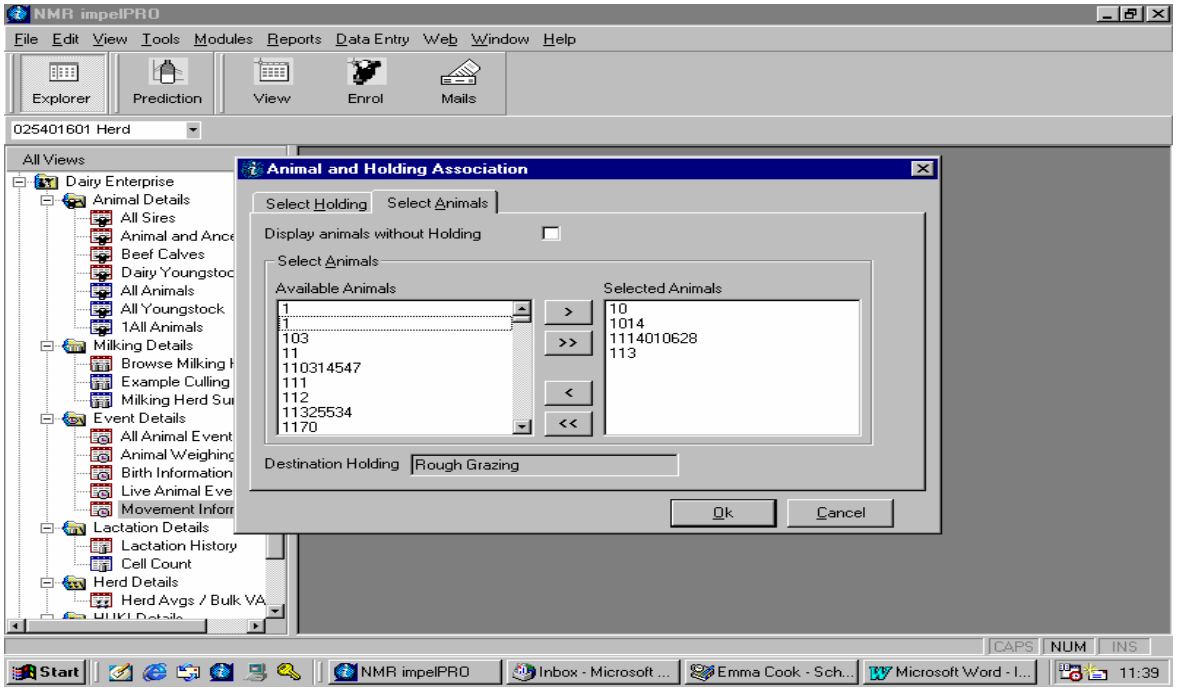
However if some of your animals are, at the time of import actually kept on another holding you will need to move them to their correct holding before starting to use the movements module.

To move animals to their current holding:

1. First ensure that the holding you want to move the animals to is associated with the herd (see Associating Holding with Herds above).

2. Open the Holding and Animal Association screen found on the Modules menu under the Movements option.

2. On the Select Holding tab you will see all the holdings associated with that herd. Select the holding you want to move the animals to and then select the Select Animals tab.



4. You will see a list of all the animals in your herd. Select the ones you want to move to the new holding by double clicking on them or using the > key.

5. Once you are happy you have moved all the animals select OK. The animals will be moved to their correct holding.

PLEASE NOTE: The Holding and Animal Association screen SHOULD ONLY be used to set animals up on the correct holding. It should NOT be used for actual movement events. Animals moved to different holdings using this screen will not create any movement events - no movement events will show on the Movement reports, movement views or be included on the SIS files.

Importing new animals via the NMR disc

If you have enrolled new animals into your herd via NMR and not into *Impel*PRO they will be imported into *impel*PRO via the NMR disc. These new animals will be entered into your herd but not be given a holding. To give these animals a holding use the Holding and Animal Association screen.

1. Open the Holding and Animal Association screen.

2. Select the holding you want to put your new animals in

3. Then select the Select Animals tab

3. At the top of this screen you will see a Display Animals without holding box. Tick this box. The new animals without a holding will appear in the list below. Select them by double clicking on them or using the > or >> keys.

5. Then select OK. The animals will now be entered onto the correct holding.

Multiple Herds

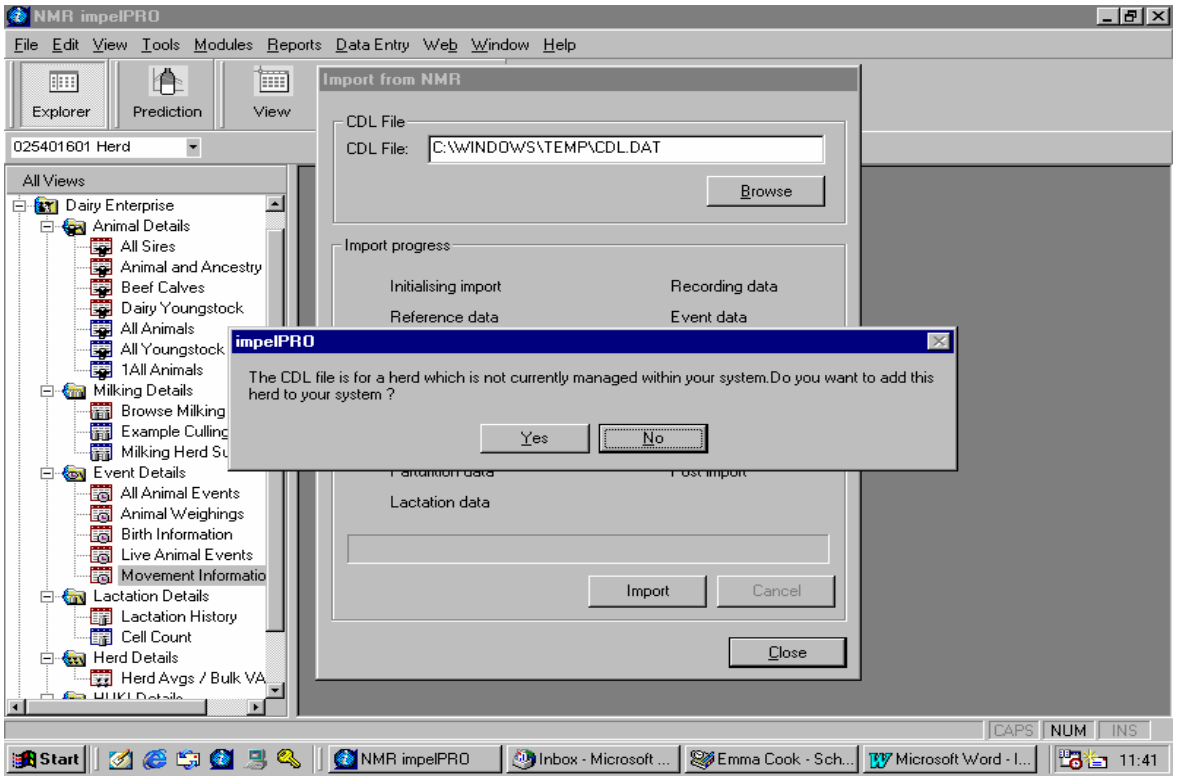
The *impel*PRO Movements module allows you to run more than one herd on *impel*PRO. Each herd is kept separate to maintain the herd records accurately, but you can easily transfer animals from herd to herd.

Loading a new Herd

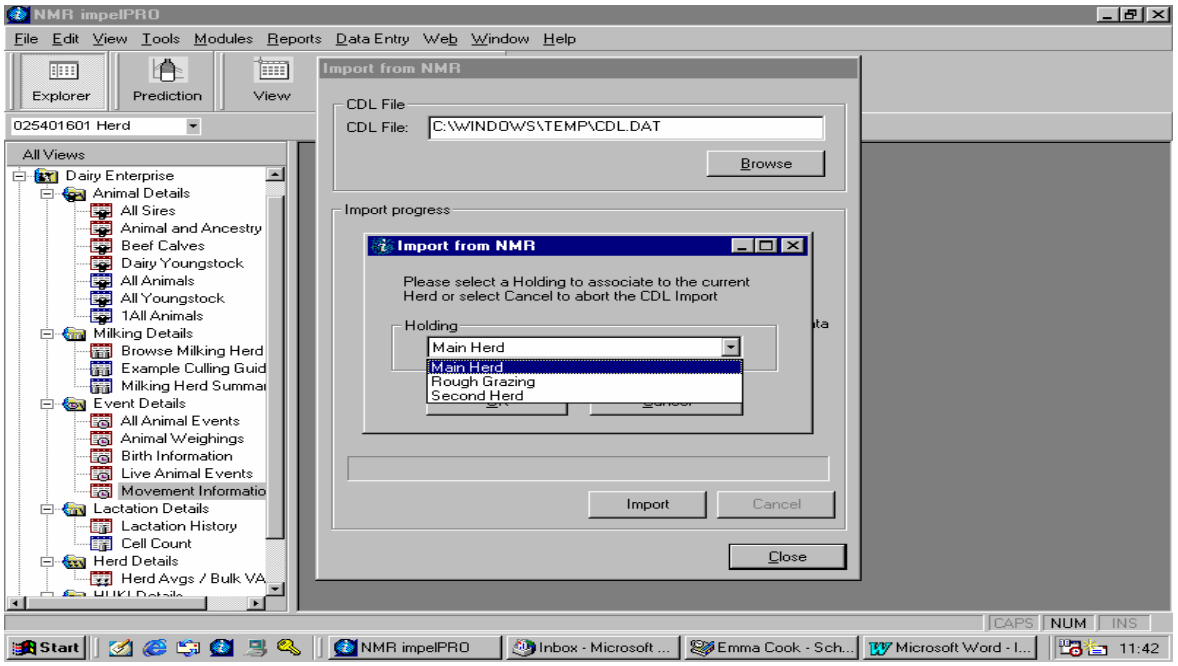
1. If the new herd you are loading will be on a different holding to your other herd(s) you should first set up the holding.

2. Now load the new herds' data from CDL in the same way that you would normally load a CDL

3. *impel*PRO will realise this is a new herd and ask you which holding you would like to load your animals into. Select the correct holding by using the drop down menu.



Select 'Yes'



And Select correct herd.

4. The herd's data will now be loaded in the normal way.

5. Once the data is successfully loaded the NMR herd number will be displayed in the drop down list at the top left of the screen just below the tool bar.

Switching between herds

1. To switch between the data of one herd and another simply select the herd you want to view from the drop down list at the top left of the screen just below the tool bar.

If you have entered any movement's events you will be given the option of sending them before you move to view the next herd.

Viewing herd data

Within *impel*PRO you can view the data of each herd separately. It is not possible to combine the data of more than one herd into the reports or views. However it is easy to export *impel*PRO data to another package e.g. excel, and look at all your herds' data on a combined spreadsheet.

1. To export data select print for views and print preview for reports

2. In the print preview screen you will see a little envelope button. Select this.

3. You will then be asked what format you want to export your data in (select the format most appropriate to the package you are exporting to).

4. Now you can export the data to the file of your choice.

Transferring cows between Herds

1. To transfer an animal from one of your *impel*PRO Herds to another simply enter a movement event for the animals you want to move.

2. When you get to the Event Details screen under movement details, first enter the holding the animals will be moving to. If both your *impel*PRO herds are on the same holding select the holding they are currently on.

3. Then from the To Herd drop down list select the herd you are moving the animal to.

4. You will now be asked for the line number of the animal in the new herd. The line number must be unique within this new herd.

5. Once you have entered the line number the animal will be moved to your new herd. All the animal's events and lactation's will move with it so there will be no problem with continuity of data.

Preparing to send emails to BCMS

The *impel*PRO Movements module enables you to send all your movement and passport applications to BCMS via email.

Before you are able to send your movement information to BCMS electronically you will need to:

i) have two email accounts on your PC one for sending one for receipt of BCMS mails;

ii) register with BCMS by sending them the completed application forms;

iii) receive from BCMS your originator ID and conformance test pack.

Set up your 2 email accounts by following instructions given by your Internet provider. BCMS recommend that you do not use AOL or CompuServe as your Internet provider for sending mails to BCMS.

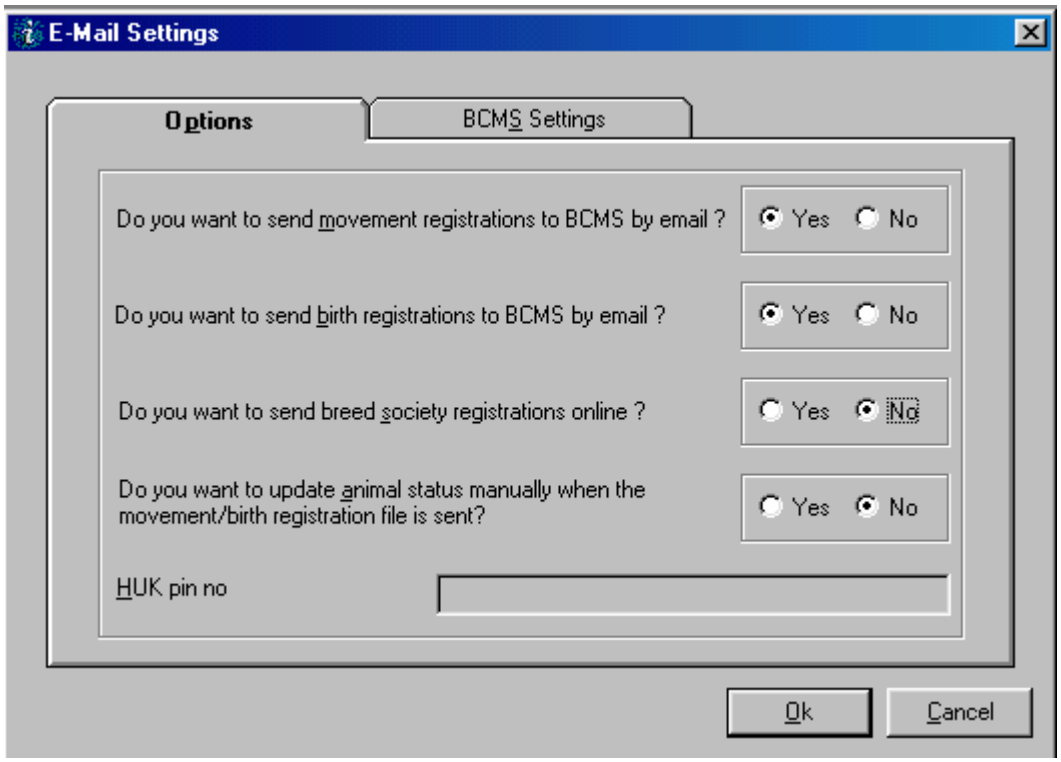
The application form for registering with BCMS can be obtained by calling the BCMS helpline on 0845 050 1234.

Then once you have *impel*PRO Movements module installed you will need to send a Conformance test to BCMS and have this accepted before they will accept genuine Movement and passport events. *impel*PRO has been designed with a pre–formatted Conformance test to allow you to pass this stage simply and easily.

Once you have set up your 2 email accounts and received your Originator ID from BCMS you are ready to set up email within the Movements module.

1. From the Tools menu select Options and then E-Mail Settings.

2. To send emails electronically answer YES to the first 2 questions (Do you want to send movements / passports to BCMS by email).



3. The BCMS Settings tab is now activated. Select this tab.

4. Check that the BCMS email address reads data@sis.defra.gsi.gov.uk

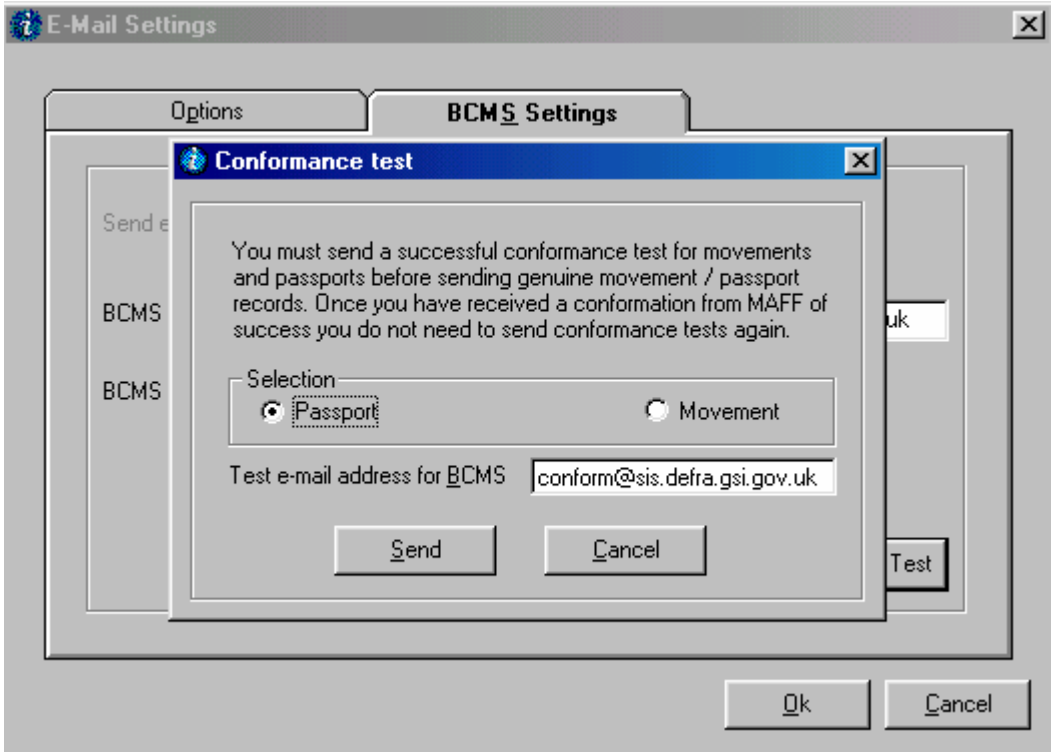
5. Enter your 7 digit originator ID into the correct box.

THEN SELECT OK, THIS WILL TAKE YOU OUT OF THE EMAIL SETTING SCREEN. GO BACK IN.

6. You will now need to send a Conformance Test. Select the Conformance Test button.

7. Check that email address reads conform@sis.defra.gsi.gov.uk

8. Then choose the Passport option and select Send. Your Passport conformance test will now connect to your email and be sent.



9. Next choose the Movement option and select Send. Your Passport conformance test will now connect to your email and be sent.

Once you have received an acceptance from BCMS you will be ready to send them your movement and Passport details by email.

If you are sending passport applications electronically you can opt to update their sent status automatically or manually. If you want to update the status automatically, on the E-Mail settings screen select the **NO** radio button next to the question "Do you want to update animal status manually?"

Troubleshooting

Word-wrap

Problem - Passport failure when sending passports to BCMS via email; and MAFF have contacted you to inform you that you have a word-wrap problem.

Solution - Email puts a certain number of characters per line, after which it starts to wrap the information around. This causes the passport applications to fail as the SIS is expecting a longer line of data. If you experience a word-wrap problem with your conformance test a member of the SIS service team will contact you. If you have this problem, check and change your email settings following the instructions below:

Microsoft Outlook or Outlook express:

- From the toolbar select Tools
- From the drop down menu select Options
- From the tabs Select Send
- Select Mail Sending Format HTML settings
- In the MIME message format encode box select none
- Change the automatic word text figure to 130
- Select Mail Sending Format plain text settings
- In the MIME message format encode box select none
- Change the automatic word text figure to 130

CompuServe:

It is possible to indicate that CompuServe changes the word-wrap for each transmission but it is not possible to change the default on a permanent basis.

AOL:

The default cannot be changed and therefore AOL cannot be used for passport applications.

Outlook Express not sending emails

Problem - No emails appearing in sent email box after sending movement/passport emails from within *impel*PRO when using a gateway PC.

OR –

Outlook express not being started automatically when sending Conformance tests or at the end of the mail wizard in *impel*PRO

Solution - Outlook Express may not be installed properly. To check installation:

- Open Internet explorer.
- Select the **Tools** menu and then **Internet option**.
- Then select the ***programs*** tab
- Against email, the drop down box should read Outlook Express. If it does not, see if it is one of the selectable items. If there are no items to select in this box then Outlook Express needs to be upgraded.
- To fix this you will need to follow the instructions contained in the pack sent to you with 1.4 entitled **Upgrade of Outlook Express**. If you have any problems with this upgrade please do not hesitate to contact Gateway on 0800 602000.

What is my herd suffix?

Problem - How do I know what my Herd Suffix is?

Solution - You will only have a Herd Suffix if you have more than one herd on the same holding (are registered as multi herd with MAFF). The Herd Suffix is shown as part of the CPH number and is shown after the first 11 characters and is the last two numbers after the third /. The CPH number appears on the barcode on the CPP12 form. For example if you have a herd suffix your CPH number will look like this 17/444/0281/**01.** The **01** at the end is your herd suffix. If you are not multi herd registered your CPH number will simply show 17/444/0281

Outlook Express

Problem - General problems using Outlook Express (sending/receiving emails, setting up accounts etc).

Solution - For problems regarding Outlook Express please contact your Internet Provider. If your Provider is Gateway their Support Centre can be found on http://www.ukgateway.net/faq/mail/olex-mail-setup.shtml

Checking emails sent and received

Problem - Checking contents of sent and received emails

Solution - Checking the contents of emails sent and received should be done through your email system (in box and sent emails/out box). You can also check which animals were included in an email by using the mail wizard in *impel*PRO – View/update transfer file. To keep a record of emails you have sent and received from BCMS you may want to set up special folders in the email box.

Resending animals to BCMS

Problem - Email undeliverable/not received by BCMS, or need to resend a corrected animal's details.

Solution - Use the mail wizard to create a new email. When you get to the last screen showing Available animals and Selected animals select the **ALL** radio button under selection rather than the **Unsent** radio button. Now from the Available animals select the ones you need to resend toDEFRA. If you are unsure which animals were in the undelivered emails to BCMS you can view them using the mail wizard - view/update transfer file.

Cannot find replies from DEFRA

Solution -Look in the inbox of your email or Outlook Express. You will not find it within *impel*PRO.

Entering Movement Events

Movement events can be entered against an animal via the Animal Menu, Batch event entry or Rapid event entry screens. Movement events entered in this way include Dead, Sold and Transfer herd or holding. Calving events and therefore births can also be entered in this way.

PLEASE NOTE:

As part of the movement information BCMS require you to supply the DEFRA breed of the animal. In many cases this is different from the NMR breed. Therefore before sending any movement events you will need to ensure the DEFRA breed of the animal has been entered into *impel*PRO. The DEFRA breed can be entered on the Animal Details screen on the Genetics tab.

Via the Animal Menu

1. Select the animal you wish to enter a movement event against and use the right mouse click to open the Animal Menu

2. Select Add Event

3. From the Event Group select Movement. The movement type screen will now open.

4. Answer the “Has the animal Died?” question using the radio buttons and then select the movement date. Then select OK.

5. The Details screen asking for holding information will now open. The animal’s name and its current holding details will already be showing in the first two boxes. Go to the Movement Details section and select the holding that the animal will be moving to by pressing the Select Holding button.

6. Highlight the holding the animal is moving to from your holdings list and then press Select.

7. If this holding has no herds associated with it e.g. a market or abattoir, then simply fill in the price (if required) and select OK.

8. If the holding does have one or more herds associated with it use the To Herd drop down list to choose the correct herd. For example if you are moving a cow from one holding to another within the same herd then select her current herd number. If you are moving a cow from one herd to another within *impel*PRO then select the new herd number. You will also be asked for the new line number of the cow.

9. Once you are happy you have filled in the correct information on this screen select OK and the movement event will be entered.

Via Batch Events

1. Open the Batch events screen from Batch Events option on the Data Entry menu at the top of the screen

2. From the Event Group select Movement. The movement type screen will now open.

3. Answer the “Has the animal Died?” question using the radio buttons and then select the movement date. Then select OK.

4. Now select the Next button on Batch screen.

5. At the top of the screen you will be asked to select the holding the animal is moving to (See steps 5 to 8 above.)

6. Now select the animals you want to move by using the arrow keys to move them to the right hand side of the screen.

7. Once you are happy you have selected the correct animals press Finish.

Via Rapid Event Entry

1. Open the Rapid event entry screen from Rapid Event Entry option on the Data Entry menu at the top of the screen.

2. Select the animal and then select Movements from the Event Group. Now select ADD.

3. The movement type screen will now open. Answer the “Has the animal Died?” question using the radio buttons and then select the movement date. Then select OK.

4. The Details screen asking for holding information will now open. Now follow steps 5 to 8 (from Via Animal Menu above) to add the holding details.

5. Once you are happy you have filled in the correct information on this screen select OK and the movement event will be entered.

Entering Births

You can enter birth information for animals born in the herd either via a calving event or the Enrol Wizard. All information required by the BCMS to apply for a Cattle Passport is prompted for.

Once you have entered births they can be viewed on the Birth Information View in the Event Details Views section

Via a Calving Event

1. Enter a calving event as normal and select OK.

2. The Calf Enrolment Screen will now open. Enter all the details about the calf. In order to send a birth registration to BCMS you MUST enter the eartag, the DEFRA breed and the sex of the calf.

3. If you want to send the registration to BCMS electronically and have not selected this to be done automatically (see electronic registrations) then simply tick the Apply for Cattle Passport electronically box now.

4. Once you are happy with the information you have entered select OK.

Via the Enrolment Wizard

1. Open the Enrolment Wizard and then select the Born in herd category.

2. Enter the calf details. To apply for a Cattle passport electronically you must enter the eartag, date of birth and sex of the calf and DEFRA breed.

3. If you want to send the registration to BCMS electronically and have not selected this to be done automatically (see electronic registrations) then simply tick the Apply for Cattle Passport electronically box now.

4. The select NEXT and continue filling in the calf's details. DEFRA breed must be completed.

5. Continue through the screens until you have entered all the details and then select Finish. The calf is now enrolled in the herd.

Electronic Registrations / movements

Once you have completed the set up for email on *impel*PRO Movements module and entered movements and or birth events you are ready to start sending this information to BCMS electronically.

To create an email use the Mails wizard, this takes you step by step through the creation of the email.

1. Start the Mail wizard.

2. On the File Types screen 1). To create a Passport application, select the Create birth transfer file option. 2).To create a movement mail select the 'Create Movement Transfer File' option.

3. Then work through the wizard checking the data is correct. You will not need to enter any new information until Available Animals / Selected Animals screen.

4. From this screen select the animals you want to include in the mail (i.e. send to BCMS) by selecting them and using the > or >> buttons to move them from the Available Animals column into the Selected Animals column.

By default the option Unsent will be selected showing only unsent animals IDs in the Available Animals column. However if you do want to resend details of an animal select the All option and all animals that have been shown in previous mails will be included in the Available Animals column.

5. Once you have selected the animals that you want to include in the mail press Finish. This will then connect to your email and allow you to send the mail direct the BCMS.

6. BCMS will send you a mail by receipt either accepting the mail or informing you of any errors.

Each email is given its own unique identity so if you need to go back and view the mails you have sent go into the Mails wizard and select the View / Update option. On the File Details screen you will be able to select the mail by its name and check it against the Created on and Sent dates.

Maintaining application status

It is very useful to keep a track of which animals have had passports applied for, how they were applied for and when / if they have been received. It is possible to do this easily within *impel*PRO.

It is possible to view the Passport application status of an animal either from the Birth Information view or on the Application Status report.

To change or update the passport application status of an animal

EITHER

Open the Animal Details screen on the Animal Menu and go to the Passport Status tab. Change the status to the correct one by using the drop down list next to Passport Application Status. You can also add the date on which the passport was received.

This route is useful if you are changing the Status for just one animal.

OR

Use the Batch Update Status wizard to change the status of groups of animals at one time.

1. The Batch Update Status Wizard can be found on the Data Entry menu at the top of the screen.

2. Follow the steps through the wizard selecting Passport Application status as the status type.

3. On the next screen you will be asked whether the passport application was made manually or electronically. Select the correct route.

4. Now select the status you want to apply to the group of animals and the date of that change. Click Next to move onto the next screen.

5. A list of all animals available for this status change will be displayed in the left-hand column. Select the animals you want to apply the new status to by moving them to the right hand column by double clicking on them or using the > button.

6. The new status will now be applied to your animals. The new status can be viewed on the Application status report, the Birth Information View, or the Animal Details View Passport tab.

Beef Special Premium

You may claim Special Beef Premium for up to 90 animals a year in each age category. Premium can only be claimed on male beef animals. You can claim twice in the life of a steer.

Please contact your local DEFRA Regional Service Centre (RSC) for full details on the Beef Special Premium Scheme.

It is therefore important that you keep track of the animals that are eligible for claims and which ones you have claimed for.

*impel*PRO provides you with a list of all animals eligible for Beef Special Premium (first and second) and allows you to keep the list up to date quickly and easily.

Beef Premium Status can be viewed either on the Beef Special Premium report, on the Animals Details screen /Passport Status tab, or on the Birth Information View

Beef Special Premium can be updated by

EITHER

Open the Animal Details screen on the Animal Menu and go to the Passport Status tab. Change the status to the correct one by using the drop down list in the bottom part of the screen next to Special Beef Premium. You can also add the date on which the premium was received.

This route is useful if you are changing the Status for just one animal.

OR

Use the Batch Update Status wizard to change the status of groups of animals at one time.

1. The Batch Update Status Wizard can be found on the Data Entry menu at the top of the screen.

2. Follow the steps through the wizard selecting Beef Premium status as the status type. Select Next.

3. Now select the status you want to apply to the group of animals and the date of that change. Click Next to move onto the next screen.

4. A list of all animals available for this status change will be displayed in the left-hand column. Select the animals you want to apply the new status to by moving them to the right hand column by double clicking on them or using the > button.

5. The new status will now be applied to your animals. The new status can be viewed on the Beef Special premium report, the Birth Information View, or the Animal Details View Passport tab.

Views and Reports

Views

Once you have installed the Movements Module two new views will appear under the Event Details section. These are Birth Information and Movement Information.

The Birth Information View shows all the calves that have been born in the herd since the movement's module was installed. It shows the calf's details and dams identity as well as the application status for cattle passports, Beef Special Premium and Pedigree registrations.

The Movements Information View displays all the movements that have been entered since the Movements module was installed. Movements include Moved and Born events. This view contains information on the type of movement, animals ID and details, Dam ID, File transmission date (if sent electronically) and source and destination holding names.

Reports

All the Movement reports can be opened from Movements option on the reports menu.

The Movements reports are:

Herd Register/ Movements
Continuous Herd Record
Herd Movement Summary
Extensification Report
Application Status
Beef Special Premium
Incomplete Movements records

Most of the reports allow you to select a date range, sort order or filter to ensure that you can view the data in the way most useful to you. Depending on the options available there will be a number of tabs available on the Print screen - Print, Selection, Filter, and Sort.

The **Print** tab allows you to select the printer and number of copies
The **Selection** tab shows you which herd you will be printing from and allows you to select date ranges
The **Filter** tab allows you to select only certain data on the report; i.e. filtering out unwanted information
The **Sort** tab allows you to change the report order.

PLEASE NOTE

It is not possible to create movement's reports for dates before the date in which the Movements module was installed

Adding new modules/Amending the mode

You may need to refer to this section if you purchase any new modules for your *impel*PRO or are changing the mode in which your *impel*PRO runs. For example you may be currently running the Command Module only but have purchased the Health and Movements Modules.

Modules currently Available

Health Module - The Health module in *impel*PRO allows you to keep an electronic medicine book. You can fill out your own drug library, drug stock and all of your drug treatments for your animals.

Movements Module - The Movements Module allows you to keep an electronic movement book. You can set up and store all the holdings you move your animals from and to.

Farm Assurance Module – This module enables you to conform to farm legislative requirements such as herd Register and herd health planning as well as emergency planning and maintenance planning.

Breeding Module – This module will assist you in breeding decisions by providing genetic evaluations, herd improvement data and record keeping.

Feed Module – This module helps you to allocate feed according to groups of animals that you can set yourself within the program, making feed decisions easier and more cost effective.

Modes you can run in *impel*PRO

CDL -This is the standard mode to run your *impel*PRO in. You will automatically be running this mode unless you have chosen either E-DIY or Basic CDL View Mode.

Electronic DIY, E-DIY - The E-DIY mode is currently available for users of the program who have agreed with NMR that they no longer require a Field Technician on the farm and perform the full NMR recording by themselves. Users on E-DIY take their own milk samples for NMR and enter all the herds' events and milk weights into the *impel*PRO.

Basic CDL View Mode - The CDL View Mode is designed for users of the program who only want to use *impel*PRO to view their data.

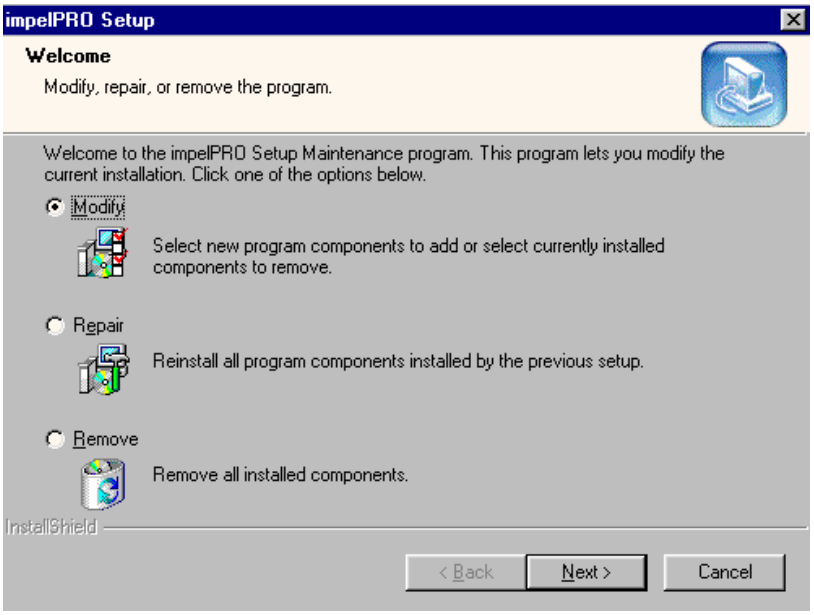
Users on this mode can still enter events into the program and can still export these events onto a Sabre disk for their Field Technician. However every month when the user imports his latest data anything that the user has amended or entered since the last import will be wiped out with the new data NMR have recorded for the current month.

This means that *impel*PRO users who are on the Health and Movements modules can not run their *impel*PRO in this mode.

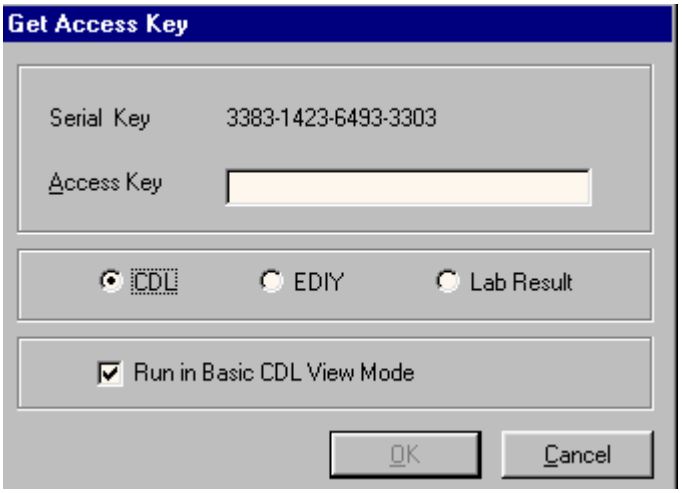
CDL view only users will every month get a direct copy of the data NMR has recorded. All line number changes, events and new animals NMR have recorded will update into the *impel*PRO.

To add new modules or change the mode you must follow these steps:

- Switch on your computer but make sure *impel*PRO is NOT open and no programs are running.
- Place the *impel*PRO CD into the CD drive, the CD will auto run
- Choose Install/Upgrade from the main menu
- The install shield will now prepare for install
- You will now see the following Welcome screen:



- Choose **Modify** then click on **Next.**
- You will then get the following message "An existing version of the program has been found. Do you wish to add any new modules?" click on **Yes** to this message
- You will now be at the Get Access Key Screen:



- At this screen you will need an access key. If you already have an Access Key written down and you are just changing the mode of your *impel*PRO select the mode you want to run, enter your Access Key then click on **OK.** If you are adding new modules or you no longer have an Access Key written down you will need to contact our office to obtain a new Access Key. The number to call is 01423 851351. Once you have entered your new Access Key and selected the mode you want to run click on **OK.**
- Your *impel*PRO will now be upgraded or amended. When this is finished you will get a message saying "Maintenance Complete", here click on **Finish.**
- The next message will say "impelPRO will now shut down and re-start your computer" click on **OK.** Your computer will now shut down and re-start on its own. Leave the CD in at this stage.
- Once your computer has completely re-started you can remove the CD and your *impel*PRO will now be running with the new modules/mode as requested.

Electronic DIY (EDIY)

E-DIY is a sophisticated milk recording service without the use of a field technician. Farmers who use this service take their own milk samples every month and send them to NMR for full analysis.
With the use of *impel*PRO farmers are able to record events, milk weights and all data relating to their animals; these details are then sent to NMR by exporting these details to a Sabre disk. Milk yield and composition is then sent back to the farmer via a CDL file.

Receiving Data from NMR

Once you have enrolled onto *impel*PRO, all the data that NMR holds; up to the latest recording date, will be sent to you via a floppy disk (CDL). Once you have received and imported your first CDL we recommend you register to download your subsequent data via the Internet. Once registered this method enables you to receive your data much more rapidly.

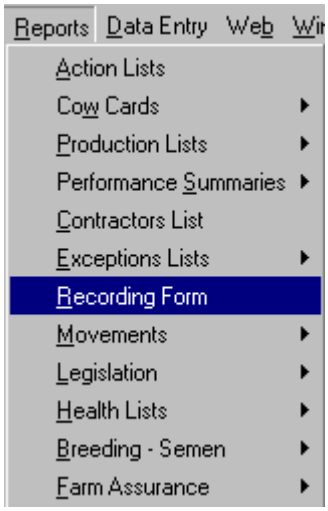
Please refer to the integrating with NMR milk recording section of this manual for details of how to download your data from floppy disk, or the Internet.

Event Entry

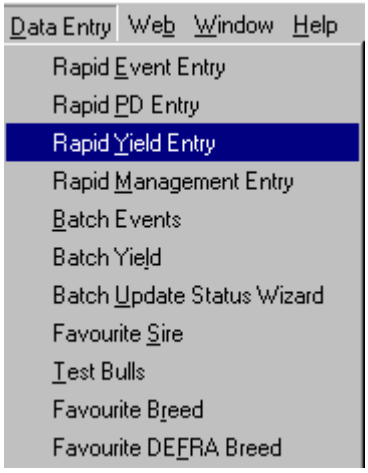
Once you have imported your CDL, over the course of the month, you will need to enter all animal events into *impel*PRO (calvings, sales, services etc). This ensures that your records are kept fully up to date at all times, then on your next recording day your herds data is ready to be passed on to NMR. For more details on how to enter your events please refer to the entering events section of this manual.

Yield Entry

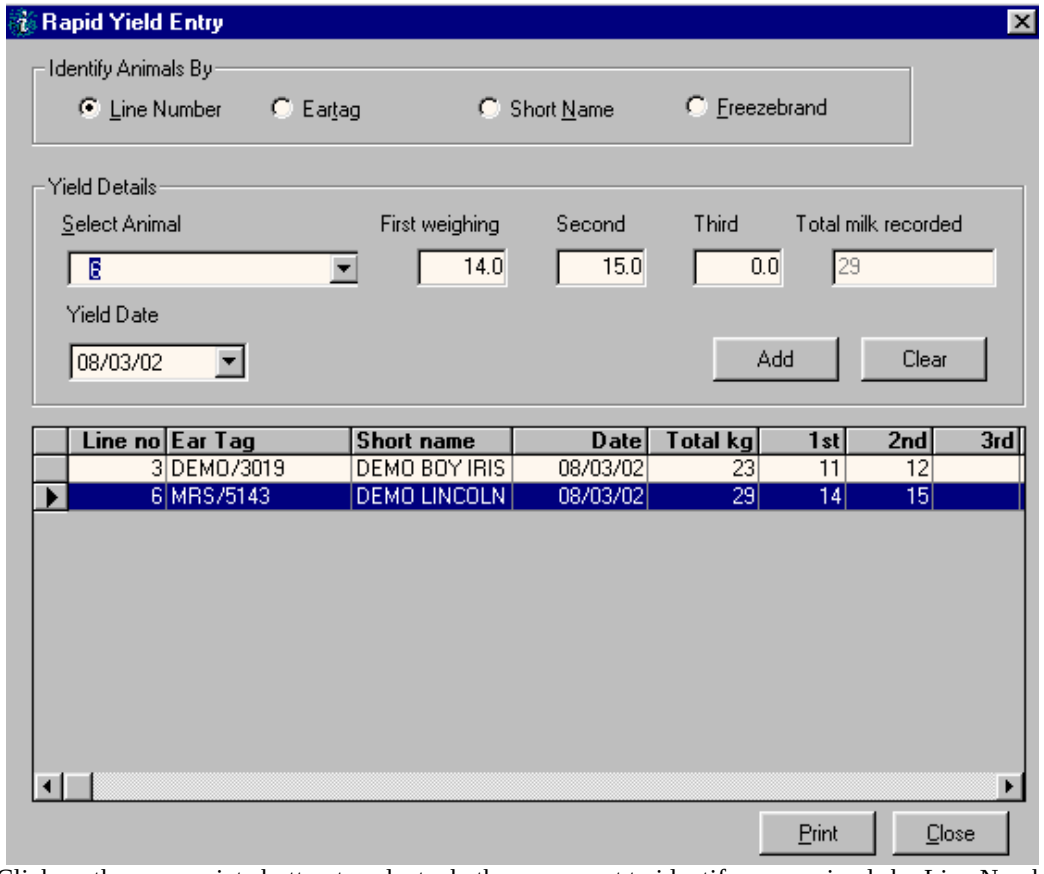
On recording day the recording form can be printed from your *impel*PRO. This form can then be used by the farmer in the parlour to note down the yields of the cows whilst milking. At the same time the milk samples are taken using the sample kits provided by your NMR Area Field Manager.
To print out the recording form click on **Data Entry_ Recording Form:**



Once the milk recording has taken place all the yields need to be entered into *impel*PRO manually. There are two ways this can be done in the *impel*PRO either through the **Rapid Yield Entry,** or the **Batch Yield Entry.** To access these yield entry screens click on **Data Entry_ Rapid Yield Entry** or **Data Entry_ Batch Yield:**



Using Rapid Yield Entry



Click on the appropriate button to select whether you want to identify your animals by Line Number, Eartag, Short Name, or Freezebrand.

To enter the yields, first change the yield date to your recording date.

Now move to the **Select Animal** box. Select the animal from the drop down box. Tab across or click with the mouse to complete the first, second and third weighing boxes as appropriate.

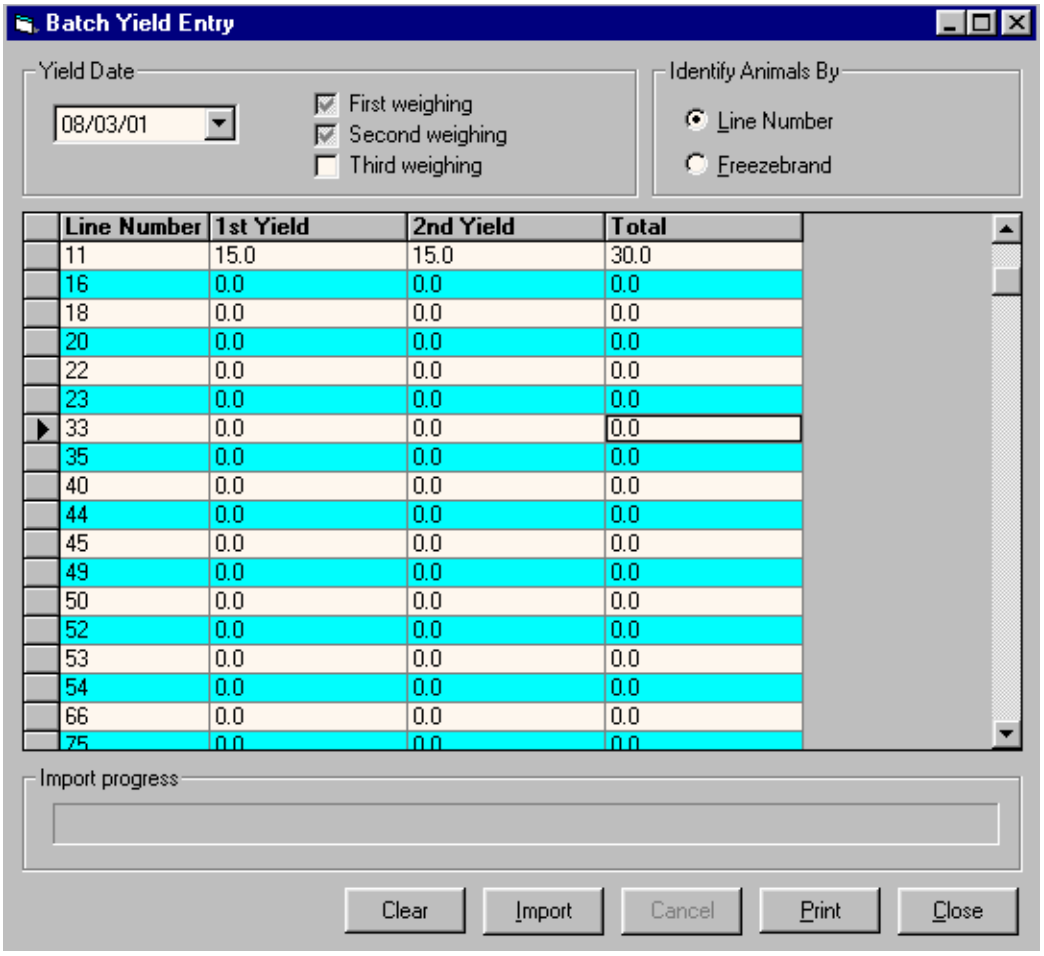
Tab to the **Add** button, and if you are happy with your entry hit **Enter** on the keyboard or click on **Add.**

This entry will now be displayed on the bottom half of the data entries screen, and the cursor will be returned to the Select Animal box to start the next entry.

Once you have entered all of your yields for the recording click on the **Close** button.

Your yields will have now been entered into the program ready to be passed onto NMR.

Using Batch Yield Entry



To use the batch yield entry screen, first select which criteria you want to identify your animals by. You can choose between Line Number and Freezebrand.

Now change the **Yield Date** to your recording date.

You must now select the weighing you are going to record. If your animals have recorded two weighings place a tick in both the **First Weighing** and the **Second Weighing** boxes.

Now simply click into the 1st Yield column on your first line number, now key in the first weighing yield for this animal. You can now tab across or click with the mouse into the 2nd yield column. Continue this process to fill out all the weighings for your herd.

Once the yields have been entered you must click on the **Import** button. Your yields will now be loaded into the *impel*PRO. This will take a few moments, once imported you will see this message:

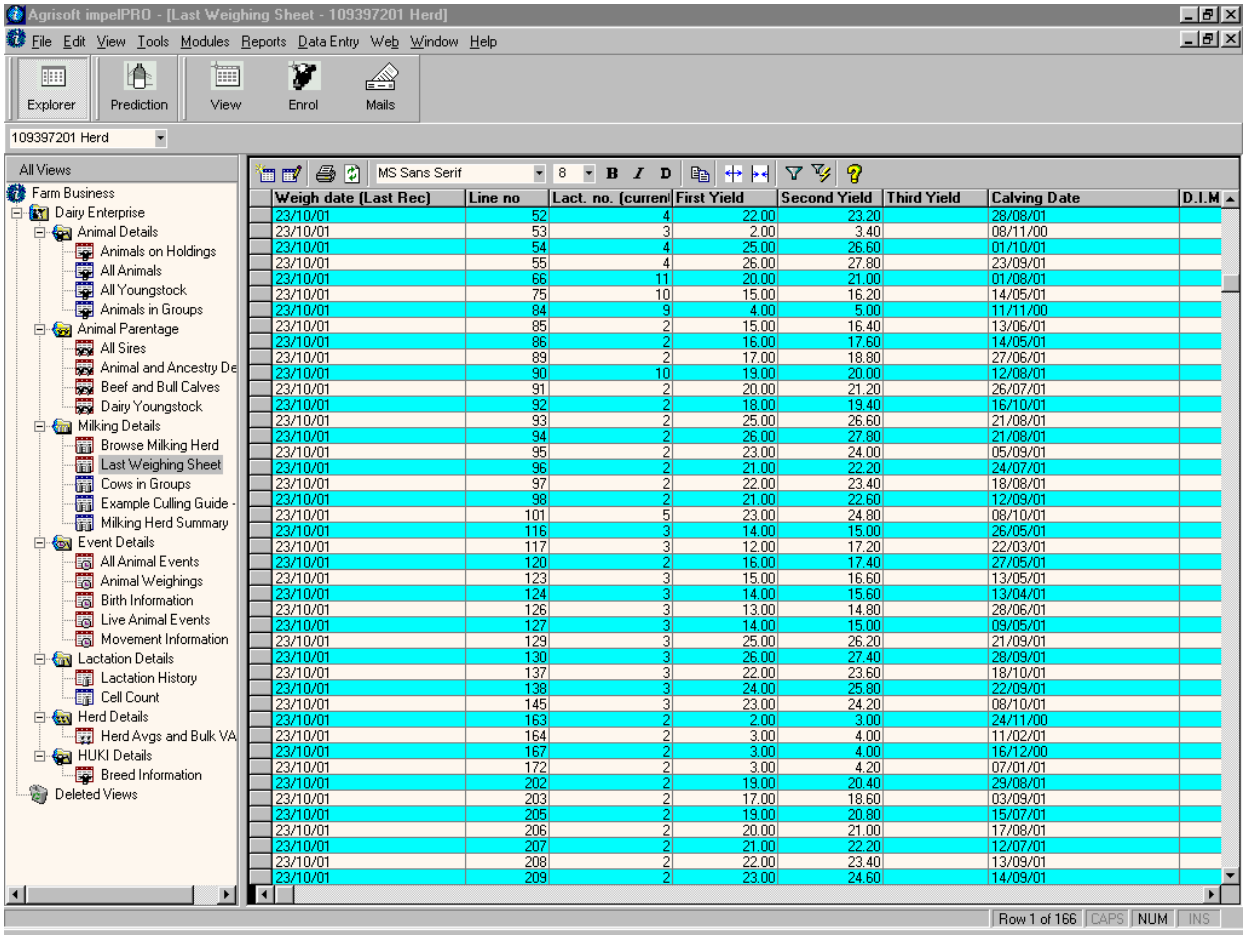
Click on the **OK** button and the Batch Yield screen will close.

Your yields will have now been entered into the program ready to be passed on to NMR.

Once you have entered your yields into the *impel*PRO you need to print a list of these out.
There is a standard view created for this purpose.

Last Weigh Sheet

This is the view you need to print out. To access this view, double click on it from the all views list.



Weigh date (Last Rec)	Line no	Lact. no. (curren	First Yield	Second Yield	Third Yield	Calving Date	D.I.M
23/10/01	52	4	22.00	23.20		28/08/01	
23/10/01	53	3	2.00	3.40		08/11/00	
23/10/01	54	4	25.00	26.60		01/10/01	
23/10/01	55	4	26.00	27.80		23/09/01	
23/10/01	66	11	20.00	21.00		01/08/01	
23/10/01	75	10	15.00	16.20		14/05/01	
23/10/01	84	9	4.00	5.00		11/11/00	
23/10/01	85	2	15.00	16.40		13/06/01	
23/10/01	86	2	16.00	17.60		14/05/01	
23/10/01	89	2	17.00	18.80		27/06/01	
23/10/01	90	10	19.00	20.00		12/08/01	
23/10/01	91	2	20.00	21.20		26/07/01	
23/10/01	92	2	18.00	19.40		16/10/01	
23/10/01	93	2	25.00	26.60		21/08/01	
23/10/01	94	2	26.00	27.80		21/08/01	
23/10/01	95	2	23.00	24.00		05/09/01	
23/10/01	96	2	21.00	22.20		24/07/01	
23/10/01	97	2	22.00	23.40		18/08/01	
23/10/01	98	2	21.00	22.60		12/09/01	
23/10/01	101	5	23.00	24.80		08/10/01	
23/10/01	116	3	14.00	15.00		26/05/01	
23/10/01	117	3	12.00	17.20		22/03/01	
23/10/01	120	2	16.00	17.40		27/05/01	
23/10/01	123	3	15.00	16.60		13/05/01	
23/10/01	124	3	14.00	15.60		13/04/01	
23/10/01	126	3	13.00	14.80		28/06/01	
23/10/01	127	3	14.00	15.00		09/05/01	
23/10/01	129	3	25.00	26.20		21/09/01	
23/10/01	130	3	26.00	27.40		28/09/01	
23/10/01	137	3	22.00	23.60		18/10/01	
23/10/01	138	3	24.00	25.80		22/09/01	
23/10/01	145	3	23.00	24.20		08/10/01	
23/10/01	163	2	2.00	3.00		24/11/00	
23/10/01	164	2	3.00	4.00		11/02/01	
23/10/01	167	2	3.00	4.00		16/12/00	
23/10/01	172	2	3.00	4.20		07/01/01	
23/10/01	202	2	19.00	20.40		29/08/01	
23/10/01	203	2	17.00	18.60		03/09/01	
23/10/01	205	2	19.00	20.80		15/07/01	
23/10/01	206	2	20.00	21.00		17/08/01	
23/10/01	207	2	21.00	22.20		12/07/01	
23/10/01	208	2	22.00	23.40		13/09/01	
23/10/01	209	2	23.00	24.60		14/09/01	

Your latest yields will now be showing on this view against your recording date.

Print this view sheet off by clicking on the printer icon from the tool bar of this view sheet.

You can now place this print out in the box with your milk samples to send in to NMR.

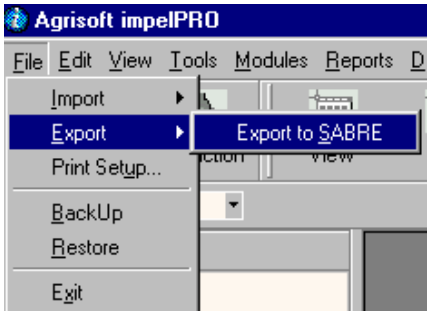
Reporting back to NMR

Once recording has taken place and all animal yields and events are up to date in your *impel*PRO the data can then be exported onto floppy disk to be sent to NMR for processing.

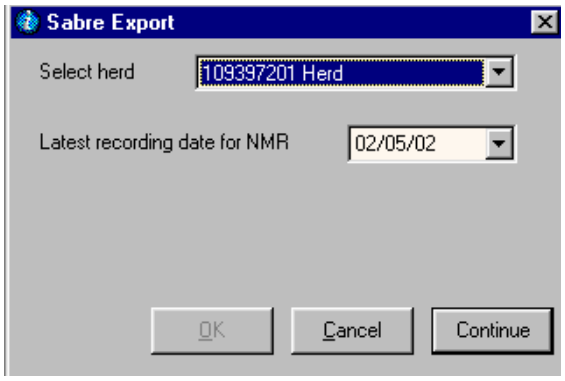
The disk you must use to download your data onto is called the SABRE disk. This disk is sent to you from NMR prior to your recording day.

Exporting to SABRE

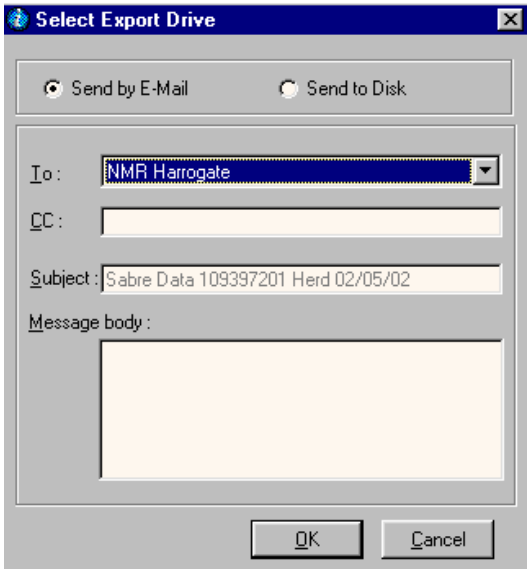
To export/download your data and yields onto the SABRE disk, first click on **File_ Export_ Export To Sabre**.



The following screen will appear:

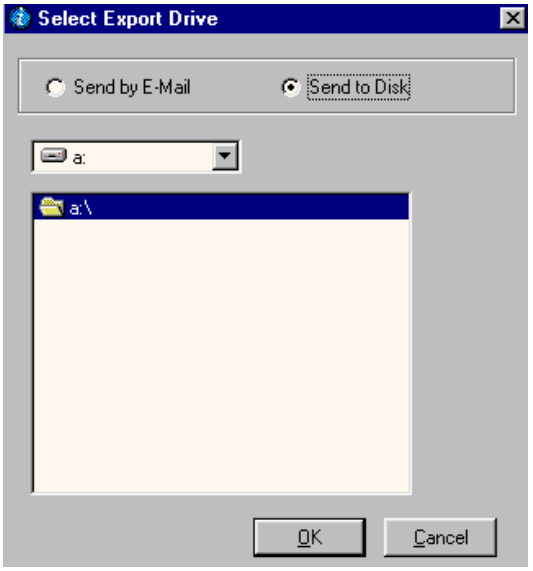


At the above screen, with your herd number selected click on **Continue….**



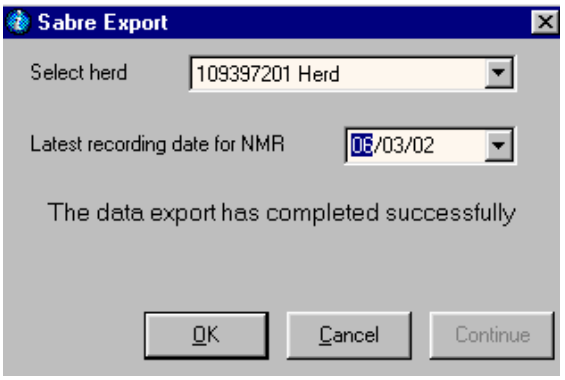
Now place your SABRE disk into the floppy disk drive and select to **Send to Disk** from the above screen.

The send to disk screen will now appear:



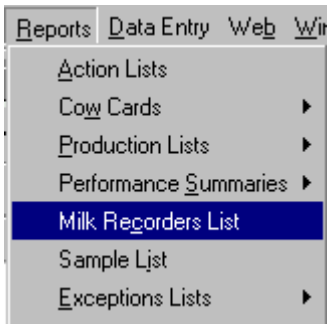
The A:\ drive will automatically now be selected. This is your floppy disk drive click on the **OK** button. Your data will now be exported onto the floppy SABRE disk….

The above screen will now appear and your data will have now been exported. Select your **Recording date for NMR** then click on the **OK** button.



You can now remove the SABRE disk from your computer. This disk is now ready to go! It can be placed in the box to go off to NMR with your milk samples.

As a back up always remember to print out the Milk Recorders' event list and place this also in the box for NMR with your milk samples. To print out this list, click on **Reports_ Milk Recorder's list**



The Milk Recorders' Event List selection screen will appear, leave **All Reports** ticked and click on the **Print** button.

Changing your computer's date format

When using your *impel*PRO to export your events to the Sabre disk you must make sure your Short Date Style in your computer reads dd/mm/yy.

If your dates read dd/mm/yyyy your events will not transfer across to the Sabre disk correctly.

E.g. an event date in the *impel*PRO of 01/02/2002 would not export to Sabre correctly. The date would need to read as 01/02/02.

To resolve this you need to make a simple change in your computer's settings,
Here's what you need to do:

- Switch on the PC
- Go to the **START** menu
- Click on **SETTINGS**, then **CONTROL PANEL**
- in Control Panel find and double click on **REGIONAL SETTINGS**
- At the first page in here make sure the international settings are set to ENGLISH (united Kingdom) if it is not select this setting from the drop down menu.
- Now click onto the **DATE** tab (still in regional settings)
- Here, make sure the short date style is set at dd/MM/yy if it is not then select this setting from the drop down menu.
- Also make sure that the long date style is set to - dd MM yyyy if it is not then select this setting also.
- Once changed click on **APPLY**, you may be asked to restart the computer to apply the changes - If asked say yes.
- That's it! Now close any screens which are still open. Next time you open *Impel*PRO the dates should be ok.

The above instructions are based on a computer using Windows 98. If you are not using Windows 98 accessing your computers' Control Panel will be slightly different.

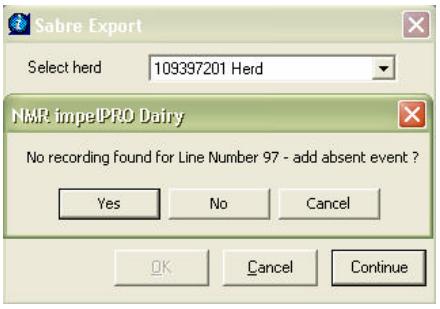
Other Important functions for E-DIY Users

Users on the E-DIY service who key their own milk yields into *impel*PRO can now add absent events when doing the export to Sabre.

The Batch yield and Rapid yield screens should be filled in *impel*PRO as normal leaving absent animals blank with no yields against them.

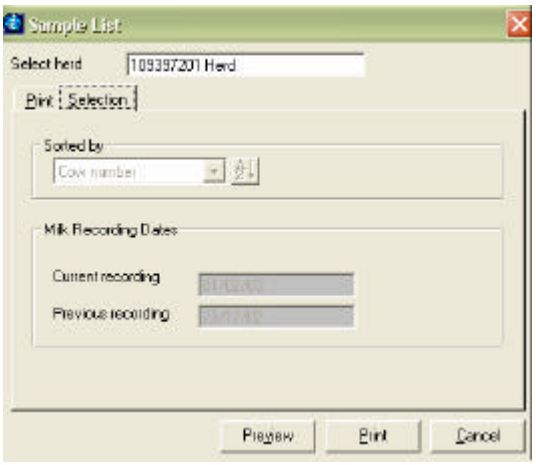
The export to Sabre is then performed just as before, by inserting the Sabre disk then left clicking on **File_ Export to Sabre.**

*impel*PRO will now ask if you would like to add an absent event for any animals that have not had a yield keyed in for them. The screen will appear as below:



You should click '**Yes**' to this message, this will apply an "absent from recording" event to *impel*PRO for the animal and the export to Sabre will continue as normal. If you choose 'No or cancel' the export to Sabre will not be completed.

When the export to Sabre has been completed successfully the following screen will then appear automatically:



*Impel*pro has a new sample list for E-DIY users. This report should be printed out and sent in with your NMR samples. The report shown below displays any animals who are absent from recording at the top, then shows the rest of the animals underneath against their milk yields. This report puts the animals in the correct order for the samples to be tested in the laboratory. This means that any newly purchased animals or newly calved heifers will appear at the end of the list and any cows calved within the last four days of the recording date will be excluded from the list.

Milking Cows - Sample List

RECORDING FORMS

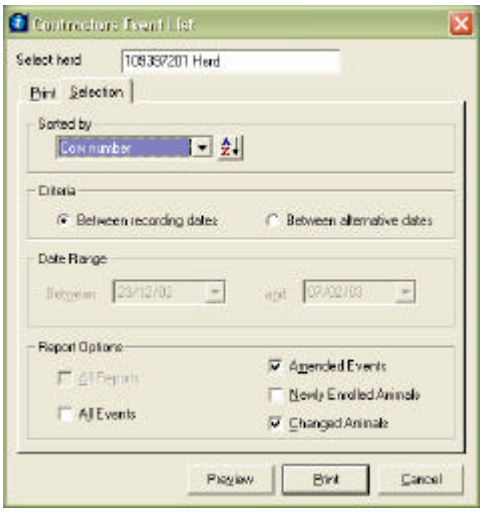
Report Date: 7 February 2003

All cows marked with absent event on current recording date 1Feb03

Cow ID	Lact	Calving Date	Calving Days	Absent	Fertility Status	Milking Status	Comments
300	2	17Oct02	113	1Feb03	Unserved	M I	
97	3	13Aug02	178	1Feb03	Served	M I	
40	5	03Aug02	188	1Feb03	Unserved	M I	
150	5	19Nov01	445	1Feb03	Served	M I	

Cow ID	Lact	Calved	Days in Milk	**Yield 1Feb03**	Yield 1st	Yield 2nd	Yield 3rd	Sample taken
1	6	26Sep02	128	22.0	11.0	11.0		
3	7	24Jun02	222	18.0	9.0	9.0		
4	6	25Nov02	63	16.0	8.0	8.0		

Once the sample list above has been printed, the contractors event report screen will now be automatically be displayed as below:



'Amended Events' and 'Changed Animal' reports are set as default for you to print straight away. Please print these two reports and send to NMR with your samples. In doing this NMR will receive all information keyed in since your last recording.

You should also print the Newly Enrolled Animals report if you have purchased or enrolled any new animals since your last recording.

The Farm Assurance Module

In Recent years farm assurance schemes have become an integral part of modern dairy farming, due to consumer awareness and high standards demanded by dairies. This trend has been identified by the *impel*PRO development team who have now created a new dairy farm assured scheme module for *impel*PRO.

The new module has been created to run alongside the Health and Movements modules, to allow the user to meet all the necessary criteria to qualify for farm assurance.

The Herdsman's Action List

Once the Farm Assurance module is installed, upon opening *impel*PRO the Herdsman's actions list will appear as below:

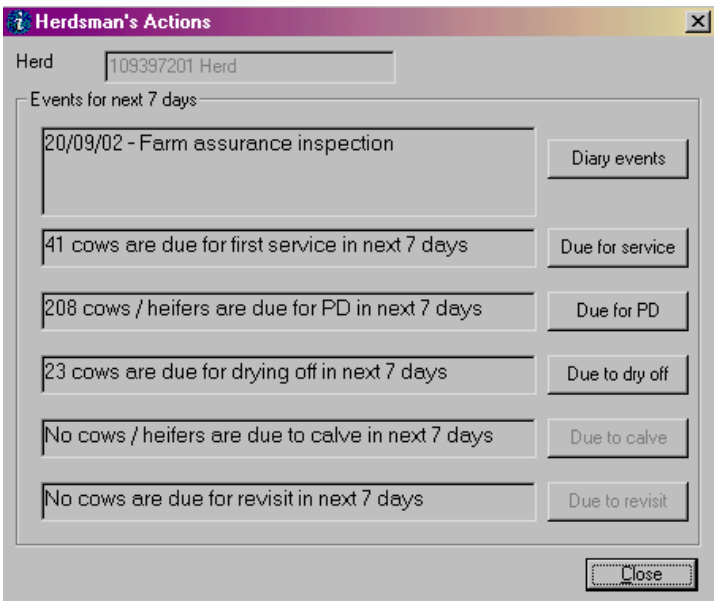
This has been developed to inform the user of the actions required on the farm within the next week.
The active buttons on this list show there are related events due.

For example if you were to click on the **Due to dry off** button above, an interactive report showing the 23 cows due for drying off would be produced.

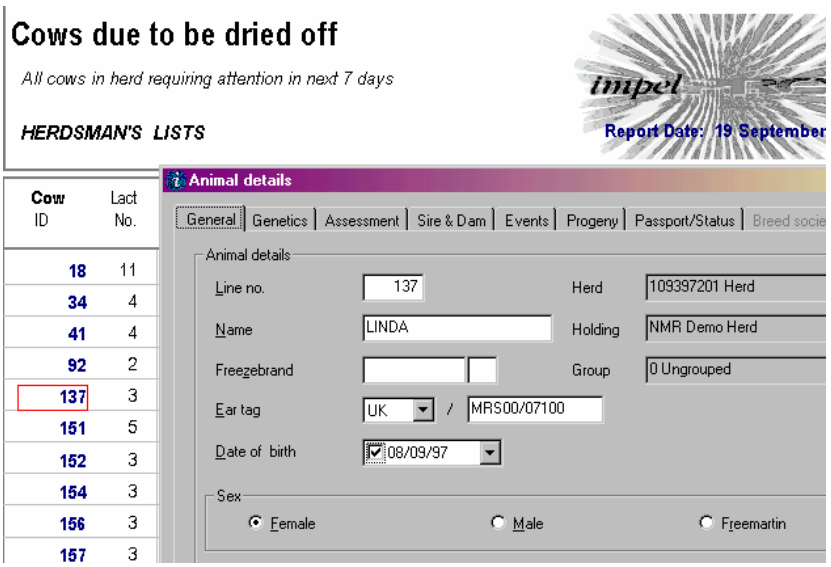
Though similar to reports elsewhere in *impel*PRO these interactive reports allow the user to access the animal's information.

Simply double clicking on the animal's line number will produce the **animal details** screen specific to that animal. The users can then view information regarding the animal, add or edit events and change animal details.

From the report that you produce you can then click on any animal's ID number to go into the animal's "animal details" screen. This allows you to then look at the animal's individual details and events.



As shown below:



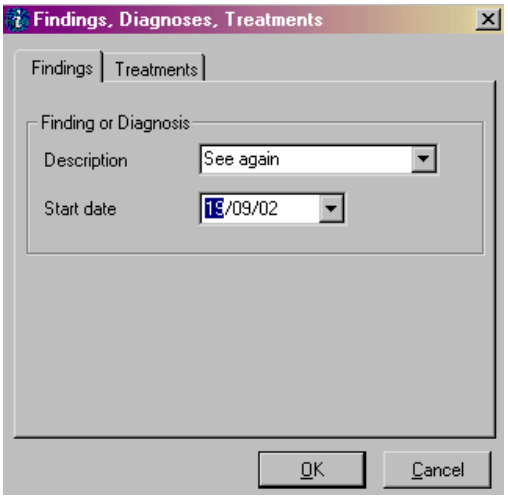
Cows due for revisit

This is also a new feature for the Farm Assurance module. You can now set an animal to be seen again in 7 days time. These animals are then available under Cows due for re-visit on the Herdsman's Actions Lists.

On the cows due to re-visit report the user can double click on the re-visit date and record whether the animal is "all clear" or requires "see again". If "see again" is selected the animal will be due a re-visit in another 7 days.

Setting an animal for a re-visit from a treatment

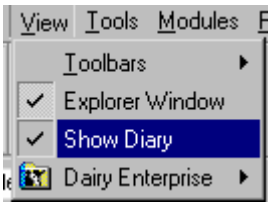
To enter a treatment and schedule a re-visit, choose see again under findings the animal will then become one of the cows "due for revisit" on the **Herdsman's Actions List**.



Turning off the Herdsman's Action List

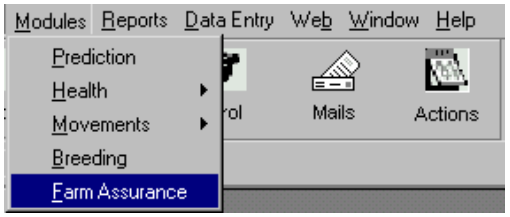
If you do NOT want this screen to appear every time *impel*PRO starts you can turn it off by going to **View** and **un-ticking Show Diary.**

If you do this you can then only access the Herdsman's Action List using the button on the tool bar.

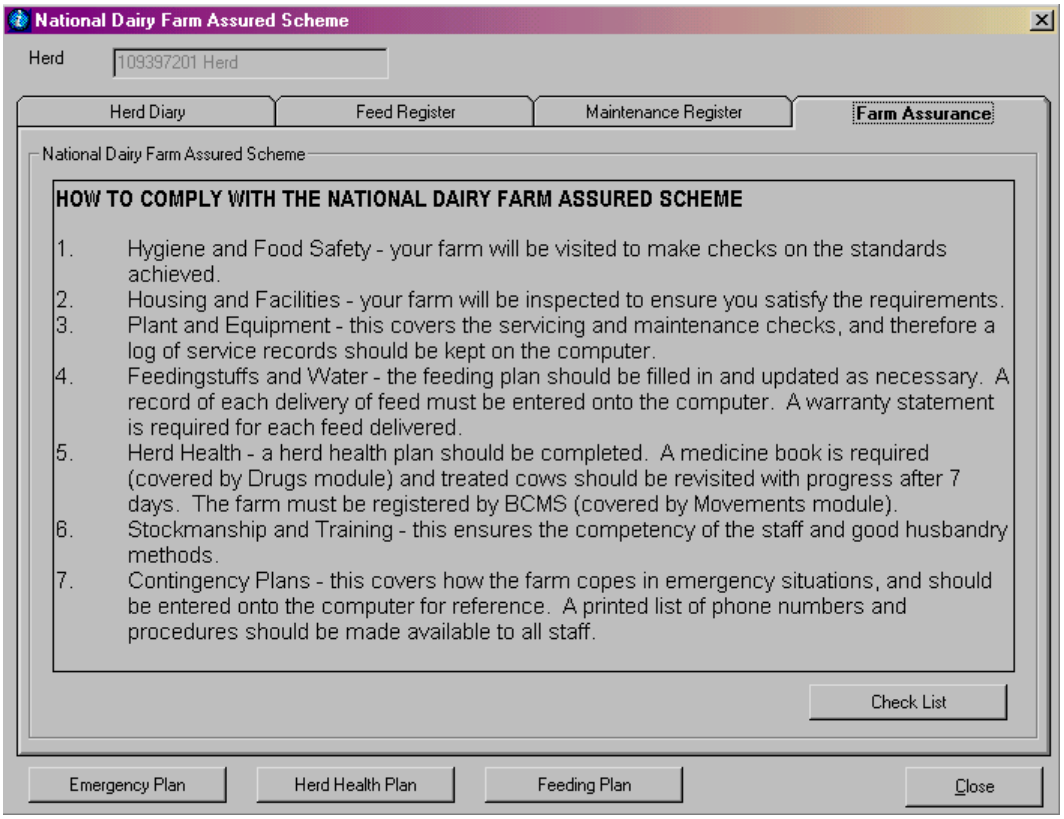


Using the Farm Assurance Module

Once installed the Farm Assurance module is available to be accessed from *impel*PRO by clicking on **Modules_ Farm Assurance** from the tool bar.



The following screen will then appear:

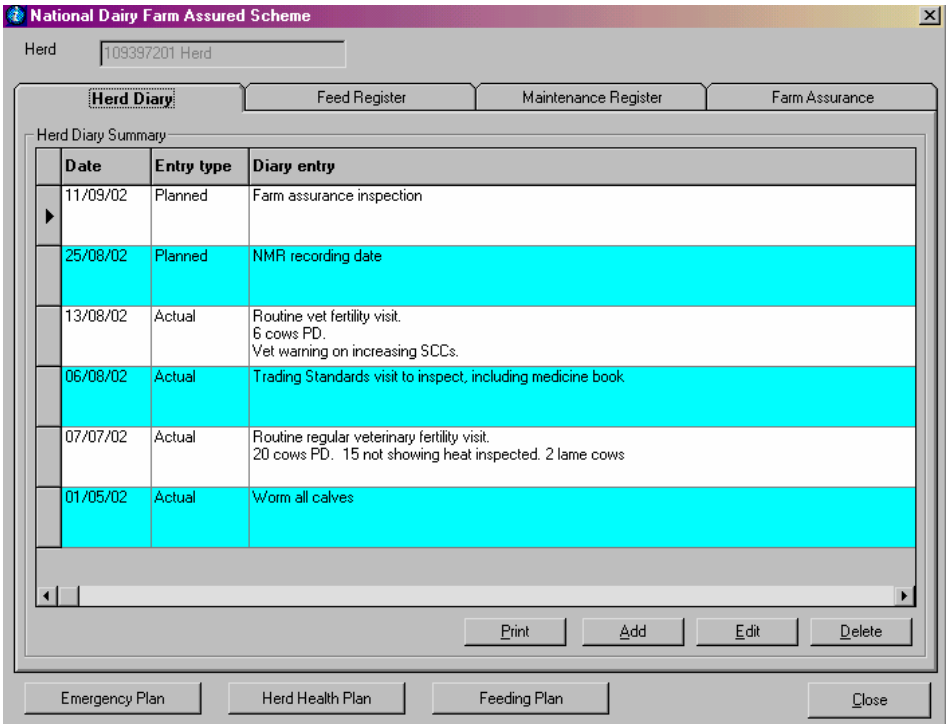


The first screen that appears explains how to comply with the National Dairy Farm Assured Scheme. On this screen there is also a **Check List** button. This button is a link to a web page which allows the user to

download the NDFAS check list. Once downloaded this list can be viewed or printed as a guideline to farm assurance compliance.

Using the Herd Diary

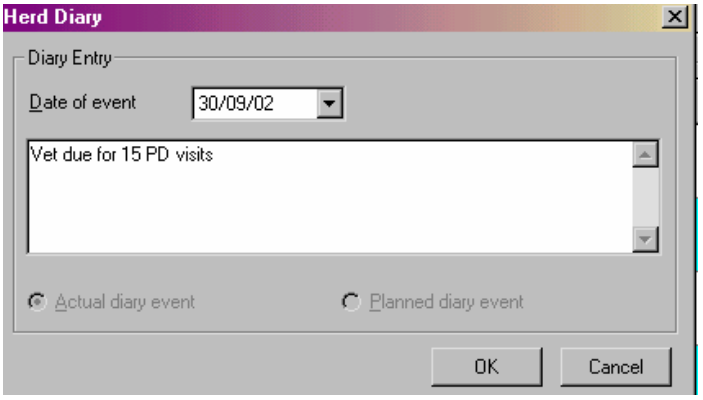
To use the Herd Diary click on the appropriate tab from the main page. The following screen will appear:



The Herd Diary can be used to enter actual events that have already happened or planned events that are going to take place in the future. Planned events that are entered will appear in the **Herdsman's Actions** list when they are due to occur in the next 7 days. For example you could enter an actual event after the Vet had visited or a planned event for when your NMR recording is due.

To enter an event in the Herd Diary

In the Herd Diary section click on **Add,** the following screen will appear:



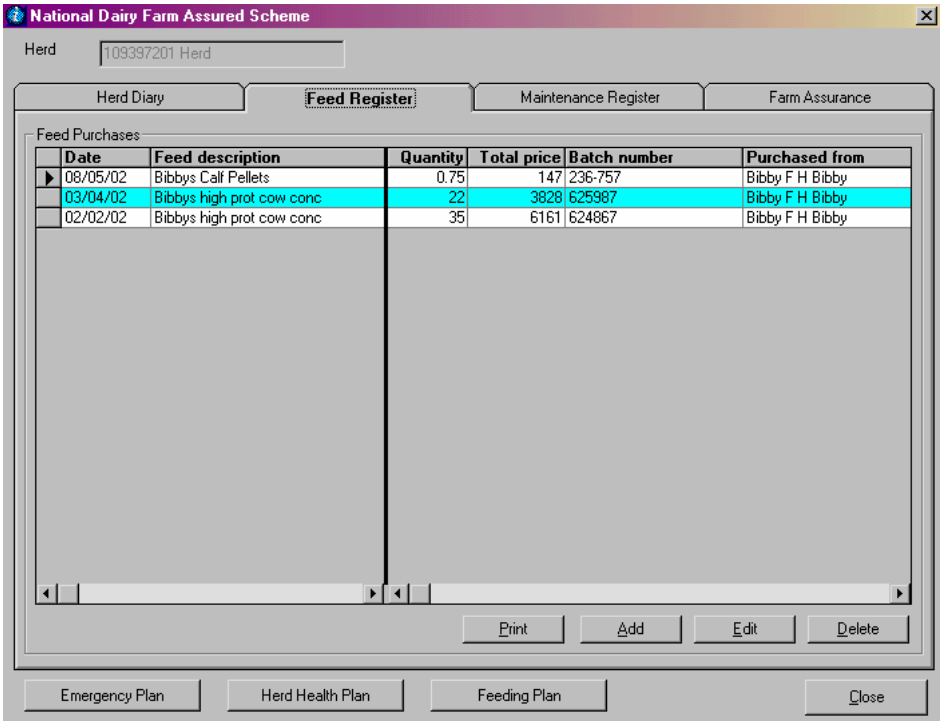
Select the date for the entry and fill in the details below then click on **OK**. *Impel*PRO will automatically enter the event as planned or actual depending on the date entered. The Herd Diary events can be printed using the **print** button.

Entries can be displayed, edited, deleted or added by right mouse clicking on an entry.

Using the Feed Register

The Feed Register is simply a record of your feed purchases.

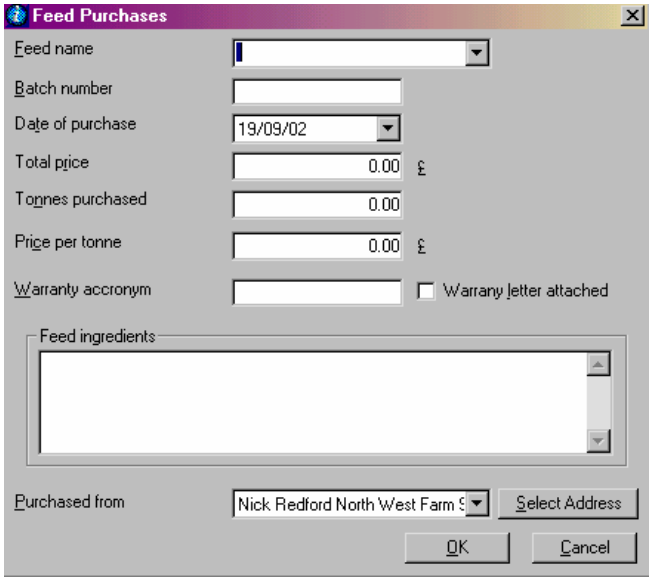
To use the Feed Register, click on the appropriate tab from the main page. The following screen will appear:



To add a new Feed Purchase into the register

In the Feed Register section click on Add**, the following screen will appear:**

Fill in the feed purchase details then click on **OK**. The new feed purchase will then be added to the Feed Register. Again the Feed Register can be printed using the **Print** button.

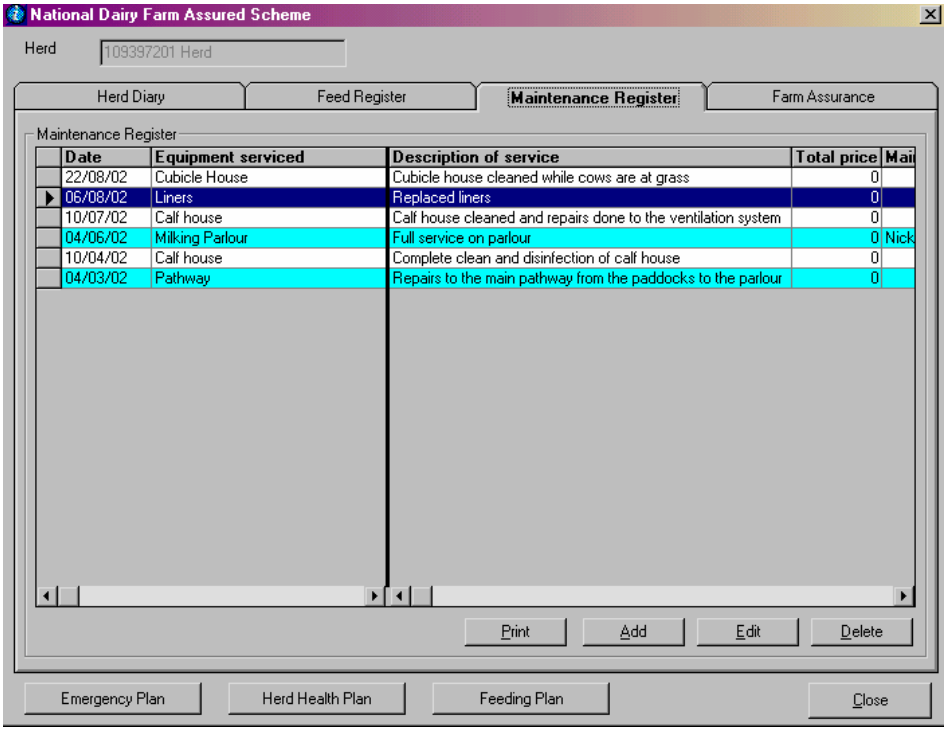


Entries can be displayed, edited, deleted or added by right mouse clicking on an entry.

Using the Maintenance Register

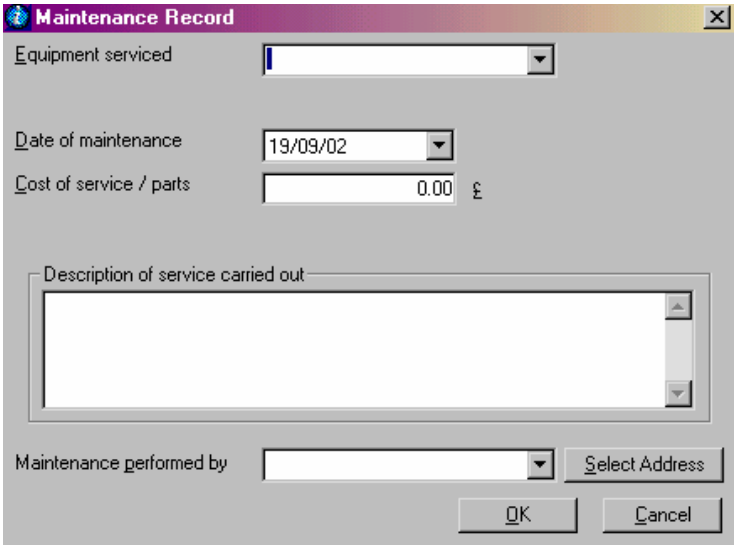
The Maintenance Register is useful to record when your equipment has been serviced and what type of service you carried out.

To view or use the Maintenance Register, click on the appropriate tab from the main screen.
The following screen will appear:



To add a new Maintenance Record into the register

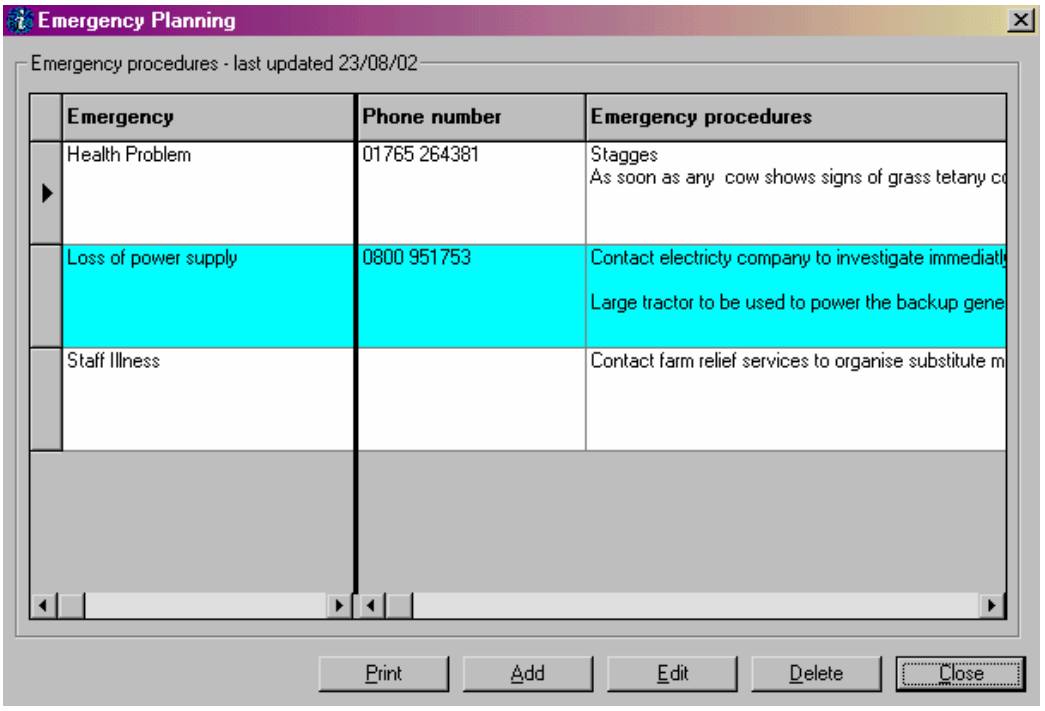
In the Maintenance Register click on **Add**, the following screen will appear:



Fill in the Maintenance Record details then click on **OK**. The new record will then be added to the Maintenance Register. Again the Maintenance Register can be printed using the **Print** button.
Entries can be displayed, edited, deleted or added by right mouse clicking on an entry.

Using the Emergency Plan

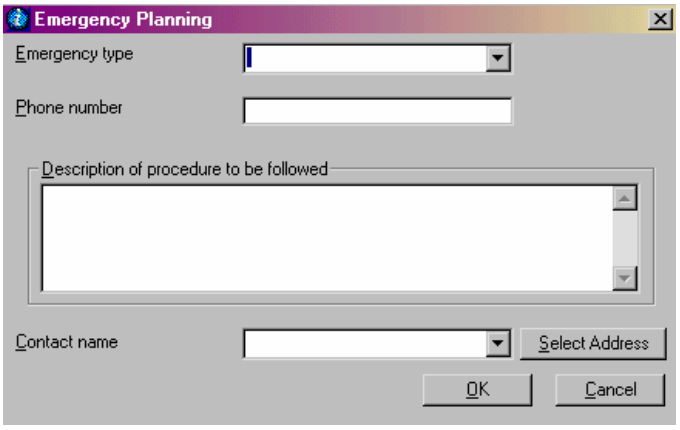
The emergency plan is available by clicking on the appropriate button from the main Farm Assurance screen. Once the button is activated the following screen will appear:



An emergency plan is necessary for full compliance with NDFAS. Your plan can be recorded and updated at any time using this entry screen.

To add a new emergency plan entry

From the screen above simply click **Add** then fill in the following screen and click **OK**.



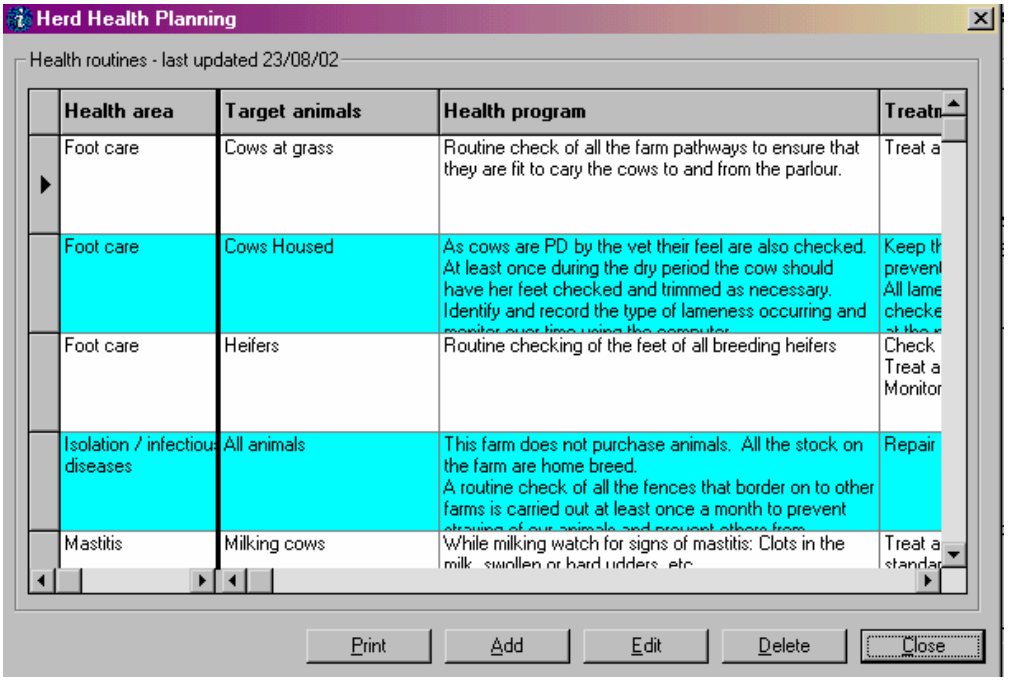
Entries can be displayed, edited, deleted or added by right mouse clicking on an entry.

It is advisable to make sure you always have an up to date printed copy of this plan for emergency purposes. To print the plan, simply press the **print** button.

Using the Herd Health Plan

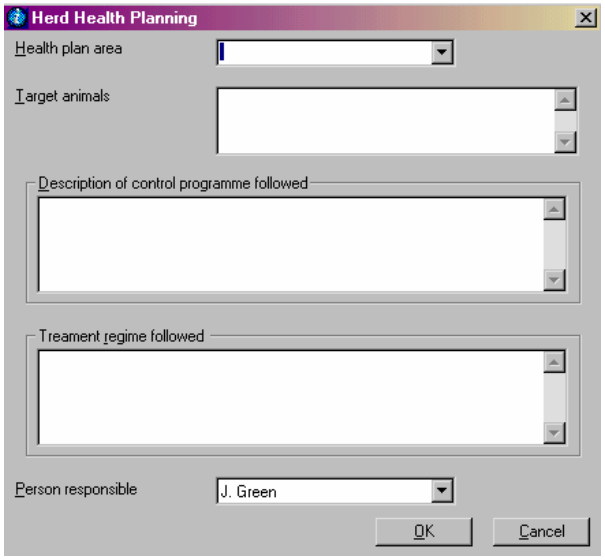
To be NDFAS compliant you must have a recorded Herd Health Plan, this criteria is covered by *impel*PRO using both this section in the Farm Assurance module but also by using the Health module within *impel*PRO.

To access the Herd Health Plan click on the appropriate button form the main Farm Assurance screen, the following screen will appear:



To add a new Herd Health Plan entry

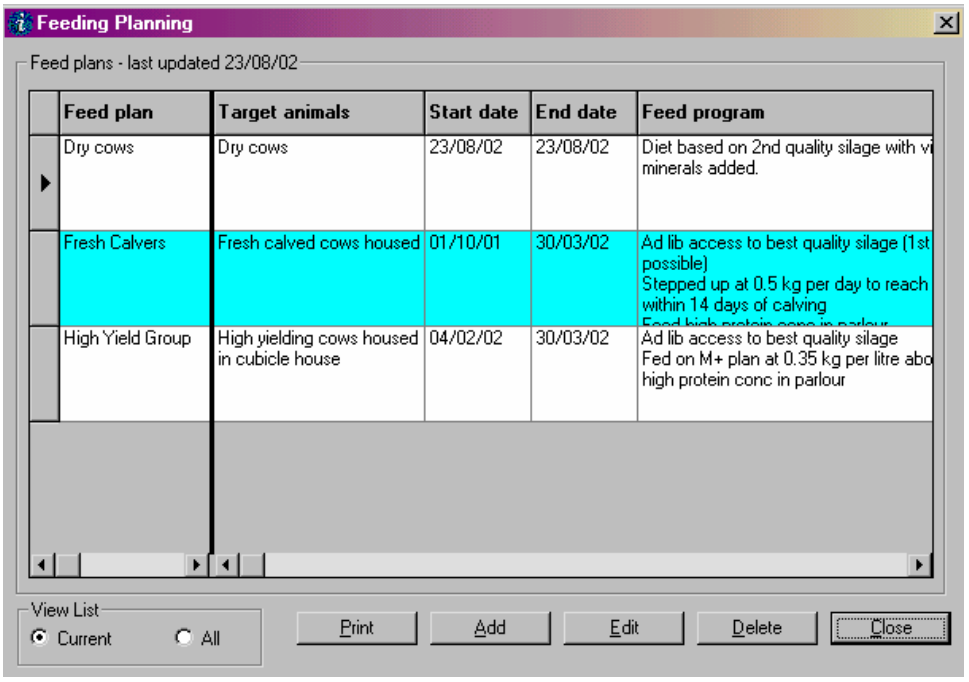
From the screen above simply click **Add,** then fill in the following screen selecting an appropriate health plan area then click **OK**.



Entries can be displayed, edited, deleted or added by right mouse clicking on an entry.
The Herd Health Plan can also be printed using the **print** button.

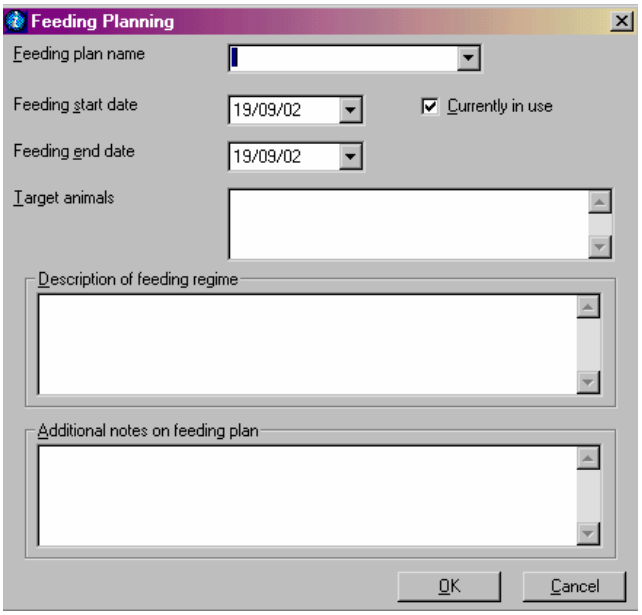
Using the Feeding Plan

To comply with the NDFAS you must also have a recorded feeding plan. To access the Feeding Plan click on the appropriate button from the main Farm Assurance screen.
The following screen will appear:



To add a new Feeding Plan entry

From the screen above simply click **Add**, then fill in the following screen and click on OK.



Make sure you tick the box for currently in use as appropriate.
You can then choose to view your current feeding plans or all your feeding plans using the selection on this page. Entries can be displayed, edited, deleted or added by right mouse clicking on an entry.
The Feeding Plan can also be printed using the **print** button.

Both the current Health and Movements modules are also required for full NDFAS compliance. The movement's book and Drug stock lists are also required.

The Breeding Module

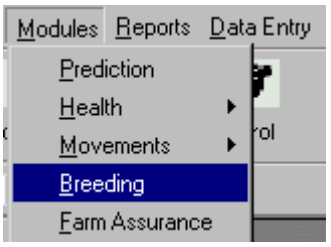
The Breeding Module has been developed to assist in breeding decisions, genetic evaluations, herd improvement and record keeping.

The features of this new module include

- **Electronic registration applications to Holstein UK.**
- **Semen stocks and use.**
- **Herd genetic summary by lactation group and herd, including direct access to the fertility status graph for the whole herd.**
- **Planned allocation of sires for future services, allowing the user to monitor the effect that different bulls would have on genetic performance.**
- **Interactive graphical display of herd fertility status similar to the traditional Bray Board. Individual cows can be selected and viewed directly from the graph itself by a simple mouse click.**
- **Graphical display of genetic progress.**
- **Daughter performance by sire with ability to display details of each of those daughters.**

Using the Breeding Module

Once installed the Breeding module is available in *impel*PRO from the tool bar. Click on **Modules_ Breeding** as below:



Once open the main Breeding Module screen will appear showing the **Herd Overview**, all sections of the module are then accessed from this screen by clicking on the appropriate Button or tab.

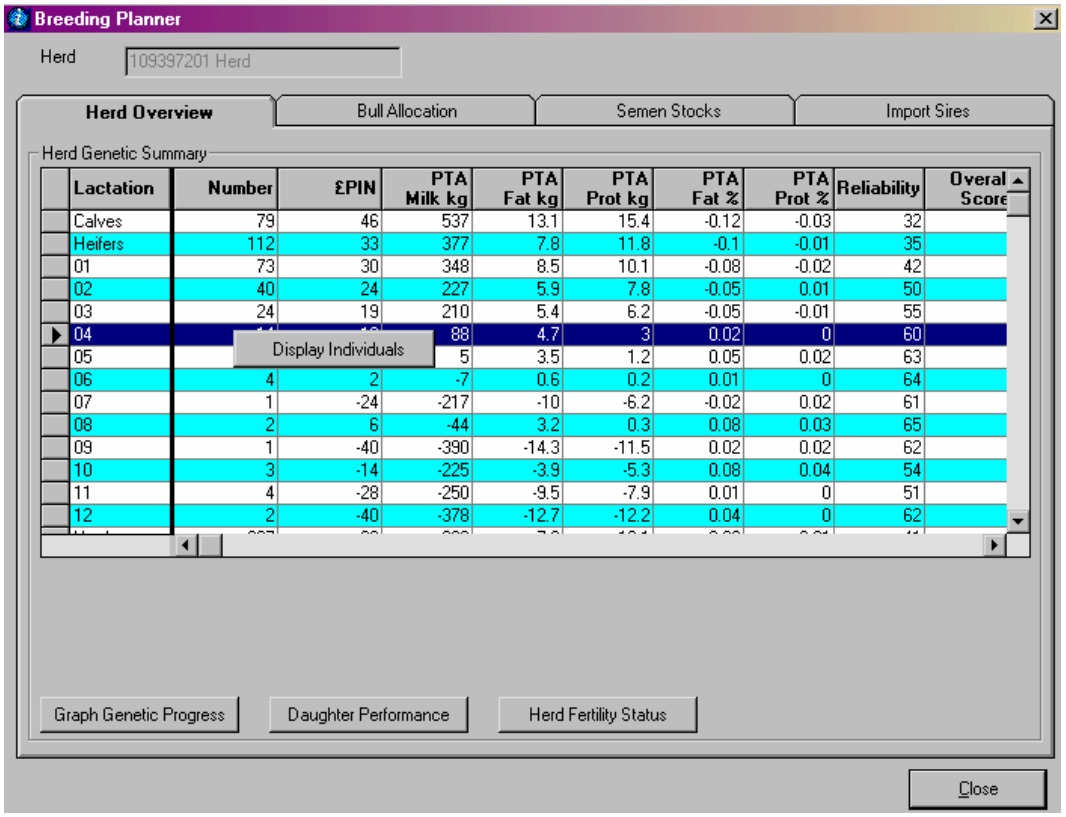
Herd Overview

This screen displays the total number of live female animals and the average values for these totals.

- Please note the category **calves** includes the total female calves lass than a year old.
- The category **Heifers** includes female calves over 1 year old that have not yet calved.

This screen is interactive so that when you right mouse click on any of the rows you can **display** the **individual** animals included in the total number of animals.

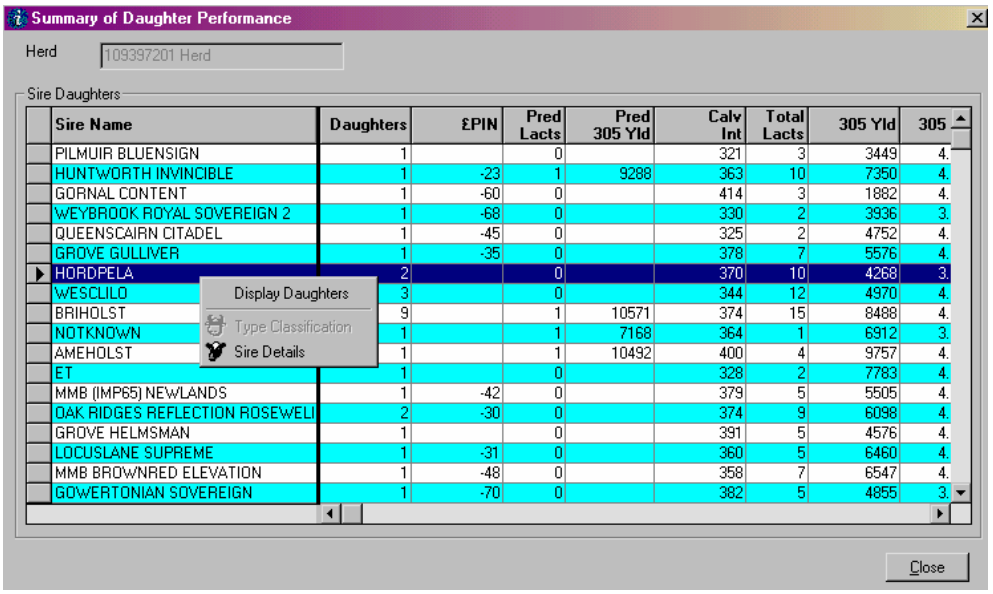
Also from the main Herd Overview screen you can click on the **Graph Genetic Progress** button which displays a graph overview of the herds' genetic progress.



Lactation	Number	£PIN	PTA Milk kg	PTA Fat kg	PTA Prot kg	PTA Fat %	PTA Prot %	Reliability	Overal Score
Calves	79	46	537	13.1	15.4	-0.12	-0.03	32	
Heifers	112	33	377	7.8	11.8	-0.1	-0.01	35	
01	73	30	348	8.5	10.1	-0.08	-0.02	42	
02	40	24	227	5.9	7.8	-0.05	0.01	50	
03	24	19	210	5.4	6.2	-0.05	-0.01	55	
04			88	4.7	3	0.02	0	60	
05			5	3.5	1.2	0.05	0.02	63	
06	4	2	-7	0.6	0.2	0.01	0	64	
07	1	-24	-217	-10	-6.2	-0.02	0.02	61	
08	2	6	-44	3.2	0.3	0.08	0.03	65	
09	1	-40	-390	-14.3	-11.5	0.02	0.02	62	
10	3	-14	-225	-3.9	-5.3	0.08	0.04	54	
11	4	-28	-250	-9.5	-7.9	0.01	0	51	
12	2	-40	-378	-12.7	-12.2	0.04	0	62	

Daughter Performance

The daughter performance button from the herd overview will display the following screen:

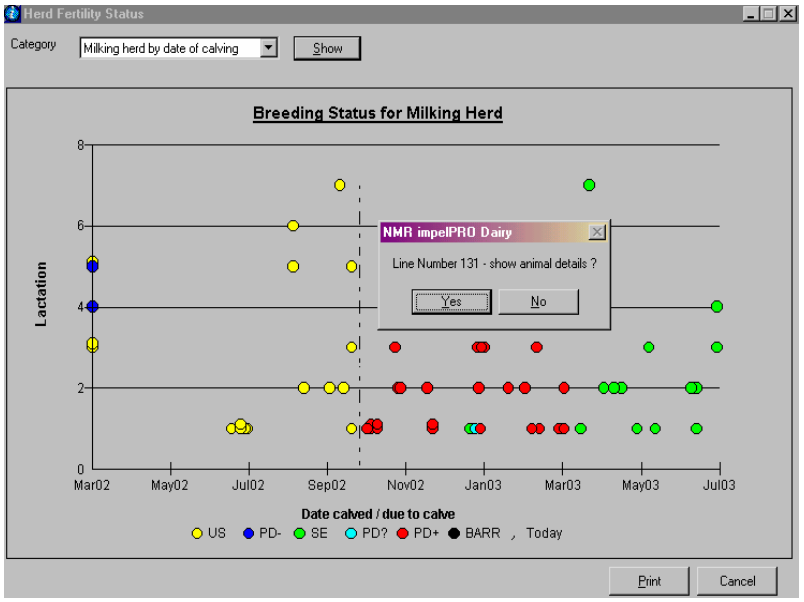


Sire Name	Daughters	£PIN	Pred Lacts	Pred 305 Yld	Calv Int	Total Lacts	305 Yld	305
PILMUIR BLUENSIGN	1		0		321	3	3449	4.
HUNTWORTH INVINCIBLE	1	-23	1	9288	363	10	7350	4.
GORNAL CONTENT	1	-60	0		414	3	1882	4.
WEYBROOK ROYAL SOVEREIGN 2	1	-68	0		330	2	3936	3.
QUEENSCAIRN CITADEL	1	-45	0		325	2	4752	4.
GROVE GULLIVER	1	-35	0		378	7	5576	4.
HORDPELA	2		0		370	10	4268	3.
WESCLILO	3		0		344	12	4970	4.
BRIHOLST	9		1	10571	374	15	8488	4.
NOTKNOWN	1		1	7168	364	1	6912	3.
AMEHOLST	1		1	10492	400	4	9757	4.
ET	1		0		328	2	7783	4.
MMB (IMP65) NEWLANDS	1	-42	0		379	5	5505	4.
OAK RIDGES REFLECTION ROSEWELI	2	-30	0		374	9	6098	4.
GROVE HELMSMAN	1		0		391	5	4576	4.
LOCUSLANE SUPREME	1	-31	0		360	5	6460	4.
MMB BROWNRED ELEVATION	1	-48	0		358	7	6547	4.
GOWERTONIAN SOVEREIGN	1	-70	0		382	5	4855	3.

This screen displays the sire's performance showing the number of daughters each sire has produced and the sires' statistics. A right mouse click shown above will display the daughters the sire has produced within the herd or the sires' animal details.

Herd Fertility Status

Clicking on the herd fertility status button will display the following screen:

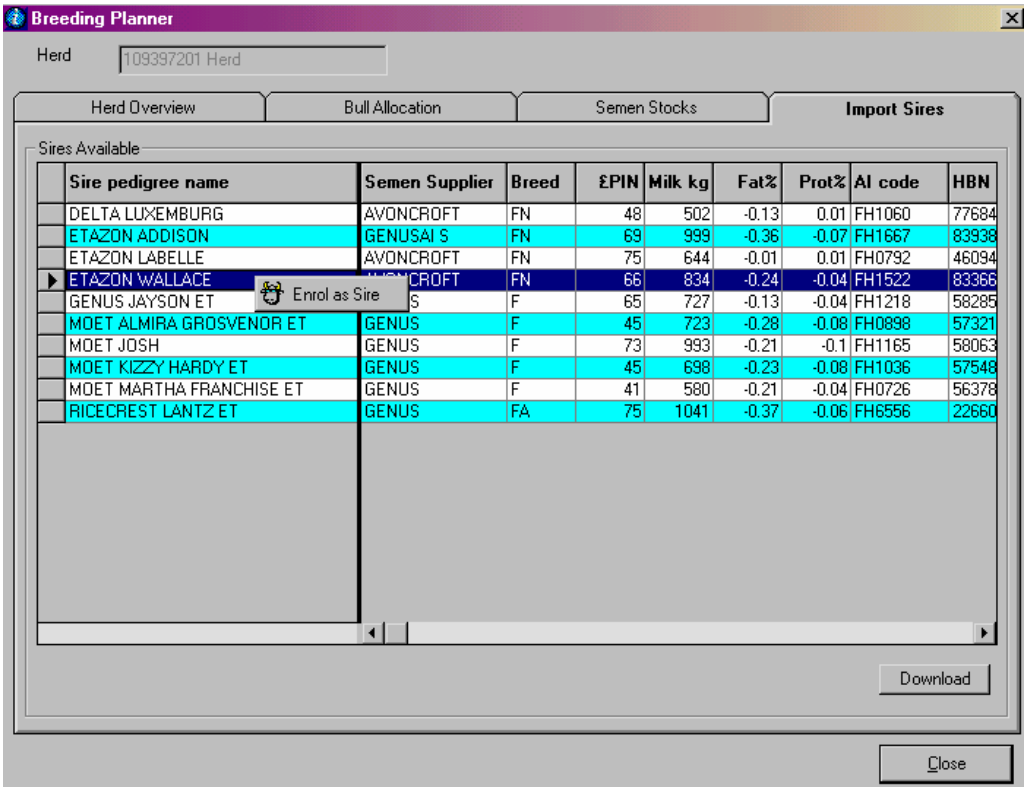


This is similar to the traditional Bray Board and allows the user to check the herds' fertility from an interactive graph. The graph makes it easy to see which animals are in the wrong place. Down the centre of this graph there is a line indicating today's date. If the key shows any black dots this indicates there are no animals of that status.

Each Square on the graph represents 1 animal. If a square is clicked on as above you can choose to look at the individual **animal details** and therefore the events of the chosen animal. There are four graphs to choose from

- Milking herd by days calved, Milking herd by date of calving, Maiden heifers by age, Maiden heifers by date due to calve. Each graph works in the same way. To choose a different graph drop down the category box select a new category and click on **Show**.

The Import Sires screen



Sire pedigree name	Semen Supplier	Breed	£PIN	Milk kg	Fat%	Prot%	AI code	HBN
DELTA LUXEMBURG	AVONCROFT	FN	48	502	-0.13	0.01	FH1060	77684
ETAZON ADDISON	GENUSAI S	FN	69	999	-0.36	-0.07	FH1667	83938
ETAZON LABELLE	AVONCROFT	FN	75	644	-0.01	0.01	FH0792	46094
ETAZON WALLACE	CROFT	FN	66	834	-0.24	-0.04	FH1522	83366
GENUS JAYSON ET	S	F	65	727	-0.13	-0.04	FH1218	58285
MOET ALMIRA GROSVENOR ET	GENUS	F	45	723	-0.28	-0.08	FH0898	57321
MOET JOSH	GENUS	F	73	993	-0.21	-0.1	FH1165	58063
MOET KIZZY HARDY ET	GENUS	F	45	698	-0.23	-0.08	FH1036	57548
MOET MARTHA FRANCHISE ET	GENUS	F	41	580	-0.21	-0.04	FH0726	56378
RICECREST LANTZ ET	GENUS	FA	75	1041	-0.37	-0.06	FH6556	22660

This screen will remain empty until populated.

To populate the screen you need to click the **Download** button, once activated you will be directed to the NMR website where a file containing the **top 200 UK sires** will be directly downloaded into your *impel*PRO.

This data file containing the top 200 sires has been created combining data from NMR and the Milk Development Council (MDC).

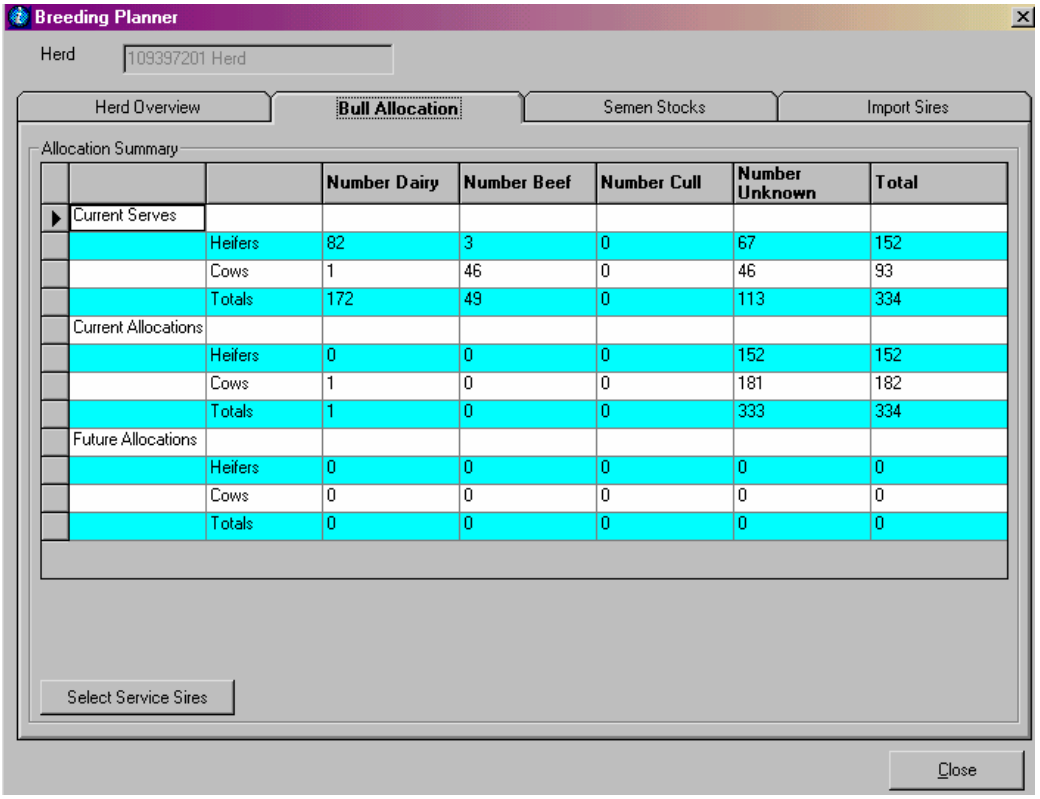
This data file will be updated every 6 months containing the current top scoring 200 sires.

Therefore to have your top scoring sire list up to date you should download this file every 6 months.
NB: Please note that downloading the new file will replace the import sires list you currently have.

Enrol as Sire

From the above screen you can enrol sires into your herd. Simply right mouse click on a sire you would like to use then left mouse click on **enrol as sire.** Doing this will automatically place the sire's details on your sire list and make the sire available for you to serve your animals with.

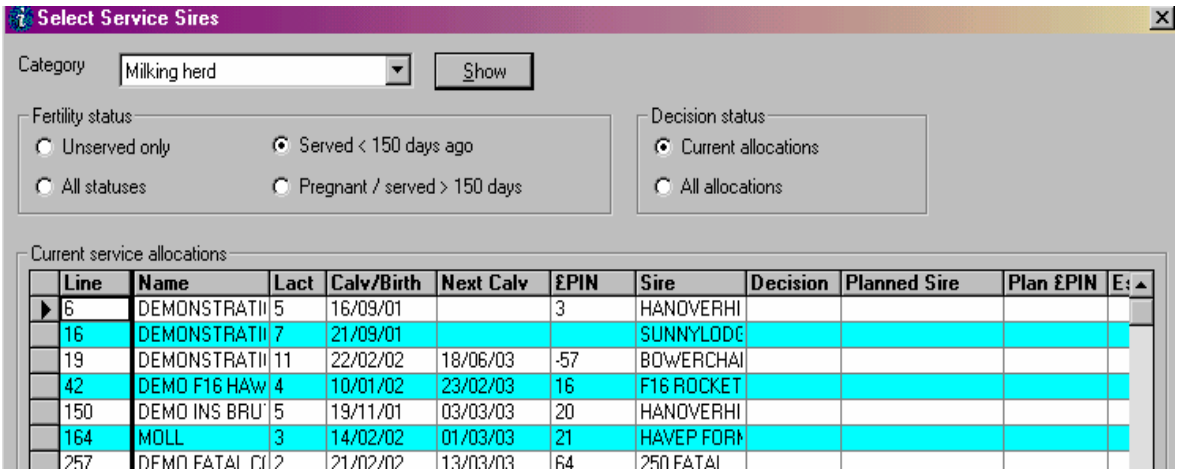
Bull Allocation



		Number Dairy	Number Beef	Number Cull	Number Unknown	Total
Current Serves						
	Heifers	82	3	0	67	152
	Cows	1	46	0	46	93
	Totals	172	49	0	113	334
Current Allocations						
	Heifers	0	0	0	152	152
	Cows	1	0	0	181	182
	Totals	1	0	0	333	334
Future Allocations						
	Heifers	0	0	0	0	0
	Cows	0	0	0	0	0
	Totals	0	0	0	0	0

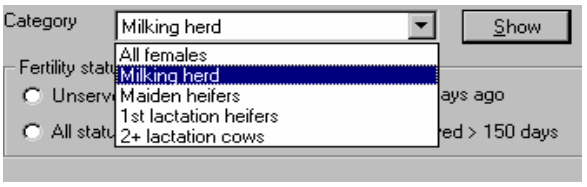
The bull allocation screen shown below displays an allocation summary for Heifers and Cows:

To allocate a sire to an animal clic k the **Select Service Sires** button.



Line	Name	Lact	Calv/Birth	Next Calv	£PIN	Sire	Decision	Planned Sire	Plan £PIN
6	DEMONSTRATII	5	16/09/01		3	HANOVERHI			
16	DEMONSTRATII	7	21/09/01			SUNNYLODC			
19	DEMONSTRATII	11	22/02/02	18/06/03	-57	BOWERCHAI			
42	DEMO F16 HAW	4	10/01/02	23/02/03	16	F16 ROCKET			
150	DEMO INS BRU	5	19/11/01	03/03/03	20	HANOVERHI			
164	MOLL	3	14/02/02	01/03/03	21	HAVEP FORN			
257	DEMO FATAL CI	2	21/02/02	13/03/03	64	250 FATAL			

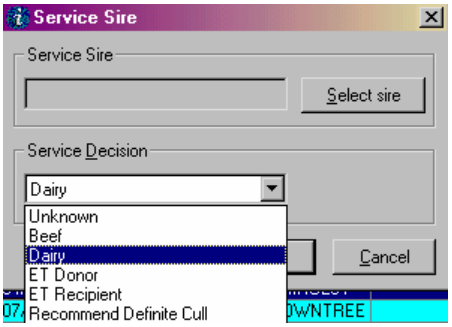
Using the select service sires screen you can view your female animals under different categories. To do this, click on the down arrow on the category box. Choose the category of animals you want to view, choose the fertility status you want to view then click **Show**.



The screen will then produce a list of your chosen animals. You can now use this list to allocate sires.

To allocate a sire to an animal, select the chosen animal and click the **Allocate** button.

Now click the **Select Sire** button and select your sire. Next, drop down the **Service Decision** box (shown above). Decide the type of service that will take place and select it from the list. Now click **OK**.



The chosen bull will now have been allocated to your animal. This allocation will remain a "Current Allocation" until an actual service event is entered. This animal will appear on the **Herdsman's Action List** when it is due to be served within the next 7 days. From the Herdsman's Action List the report showing all animals due to serve within the next 7 days will show this animal with the allocated bull against it. From this interactive report you can then double click on the line number of the animal and enter an actual service through the **Animal Details** screen.

You can also allocate a sire to an animal by right mouse clicking on the animal from the select service sires screen and then by choosing **Allocate Bull** from the menu shown below.

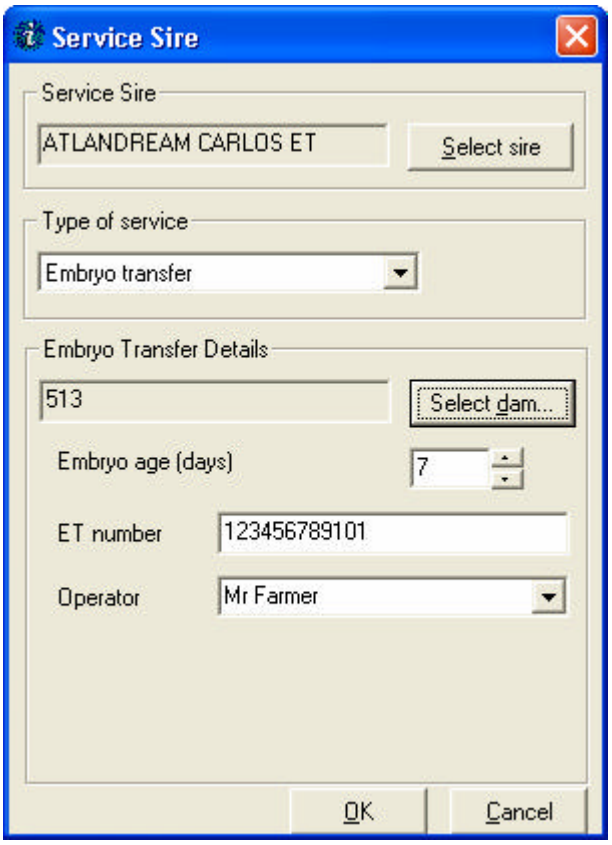
Also using this menu you can choose to look at the animal's **Allocation History, Animal Details** or the allocated sire's **Type Classification.**

Using the **Delete** button will remove the bull allocation.

Entering Embryo Transfer Events in *impel*PRO

To enter ET events in *Impel*PRO the details must be added at the service event of the carrier dam.

The service event to the carrier dam can be added through any of the various data entry screens. The service details should then be filled in as below:



The embryo age in days is defaulted to 7 days if your embryo is older than this you must change the number of days to calculate the correct due to calve date.

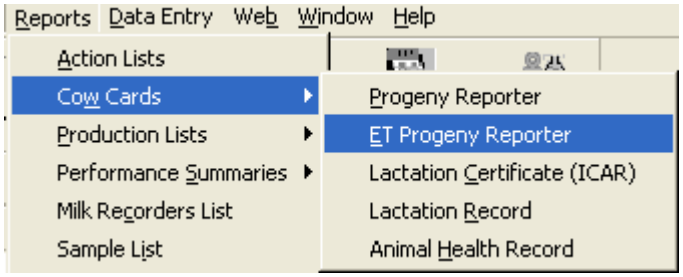
If you are sending pedigree registrations from your *impel*PRO for the ET calf the ET 12 digit number must be filled in.

The dam you select is the genetic dam, again if you are sending pedigree registrations from your *impel*PRO for the ET calf, the genetic dam as well as the sire must have full pedigree details.
Clicking on the **Select Dam** button will show a list of external dams (dams external to the herd), or dams from within the herd who have been set up as donor dams as their service decision under the **Bull Allocation** screen in the breeding planner module.

When the ET calf is born – When the carrier dam calves the calfs' passport to send to BCMS will display both the carrier and the genetic dam this can be sent as normal. A pedigree registration to HUK can also be sent as normal this will display the correct information HUK need to register the ET calf.

Where the carrier and genetic dams are displayed for the calf

- The ET calfs' animal details screen will display the Genetic dam.
- The All animals view will display the carrier dam under the dam eartag column.
- The Animal and Ancestry view will display the genetic dam under the dam column.
- Under **Reports** there are now two **Progeny Reporter** reports, these can be accessed as below:



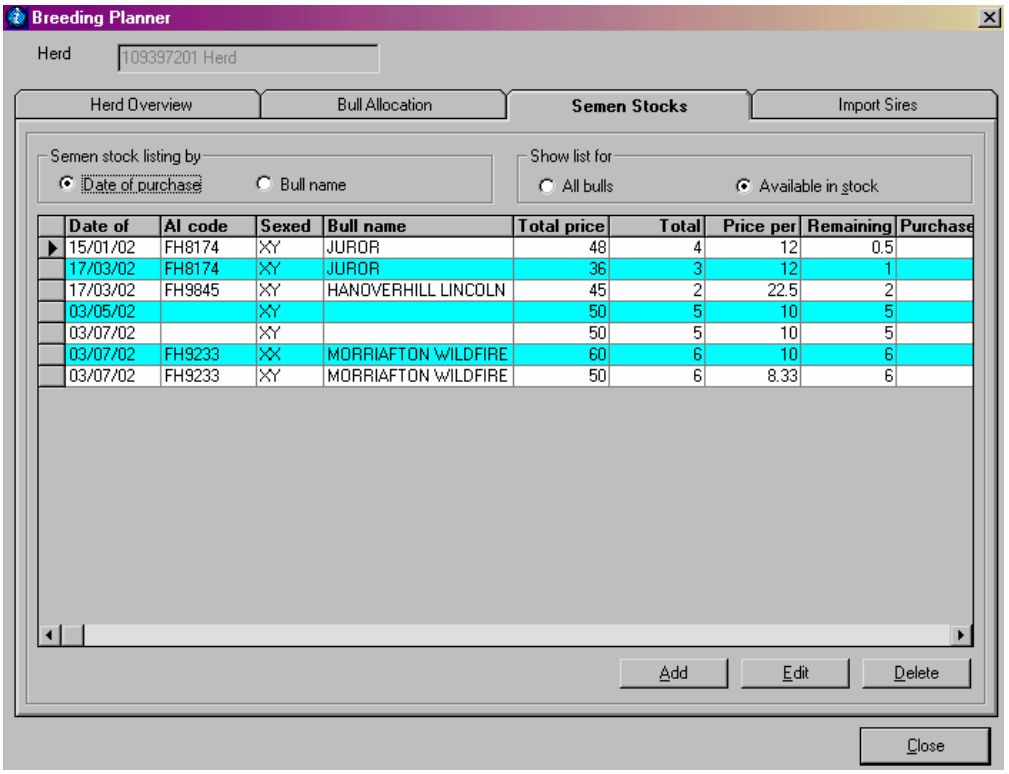
The normal Progeny Reporter will show the carrier dam as calved but the calf will have ** against the calf details

The ET Progeny Reporter will show the calfs' details against the genetic dam.

Semen Stocks

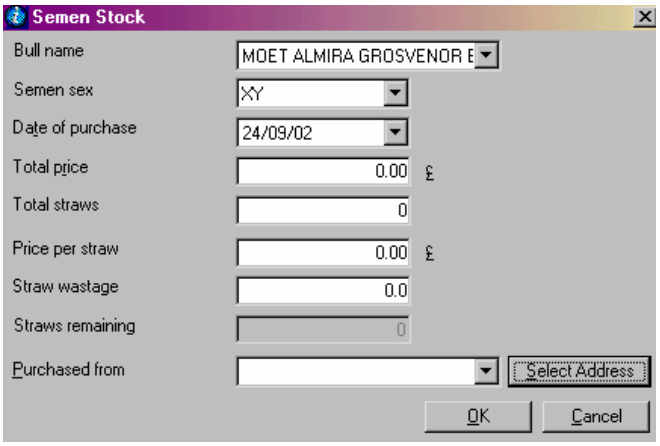
The semen stocks list in this module work in a similar way to the drug stock list. You can choose to view the list by **date of purchase**, or **Bull name** and can look at **all bulls** or just those currently **available in stock**. Simply click in the appropriate circle to select.

Adding a new Semen Stock Entry



Date of	AI code	Sexed	Bull name	Total price	Total	Price per	Remaining	Purchase
15/01/02	FH8174	XY	JUROR	48	4	12	0.5	
17/03/02	FH8174	XY	JUROR	36	3	12	1	
17/03/02	FH9845	XY	HANOVERHILL LINCOLN	45	2	22.5	2	
03/05/02		XY		50	5	10	5	
03/07/02		XY		50	5	10	5	
03/07/02	FH9233	XX	MORRIAFTON WILDFIRE	60	6	10	6	
03/07/02	FH9233	XY	MORRIAFTON WILDFIRE	50	6	8.33	6	

To add a new entry, click on Add or right mouse click on your semen stock list. The following screen will appear:



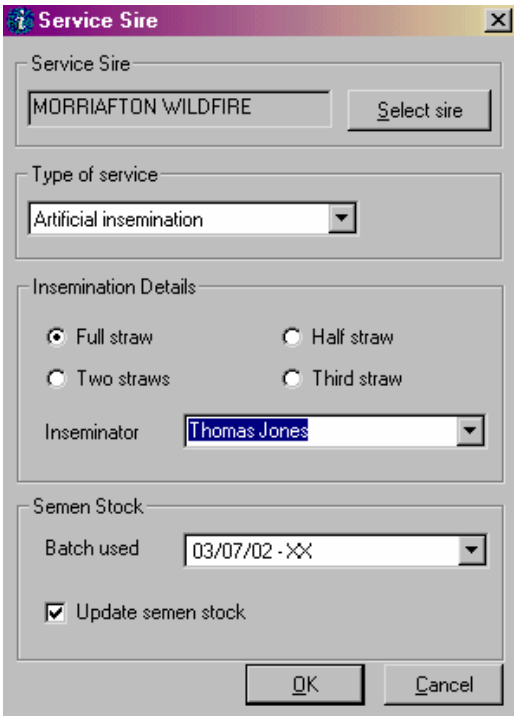
Simply fill in the details and click **OK**.

Note: the **Purchased From** drop down box will remain empty until you have entered your AI companies' details. To do this, click **Select Address** and add the details in.

Entering Insemination details with Service events

Once the breeding module has been installed you will notice that when entering a service event you can also enter the insemination details.

When adding a service event the following screen will appear:



Fill in the appropriate details then click **OK**.

Note: you must have the Update semen stock box ticked if you want the straws used deducted from your stock.

You will then be asked if another bull has been used, if so say yes and fill in the second bull's details.

Once you have completed the service event details the number of semen straws you have entered will be deducted from your semen stock.

How to send Pedigree Registrations to HUK from your *Impel*PRO

It is now possible to send pedigree registrations to HUK via your *impel*PRO. You will need to have:

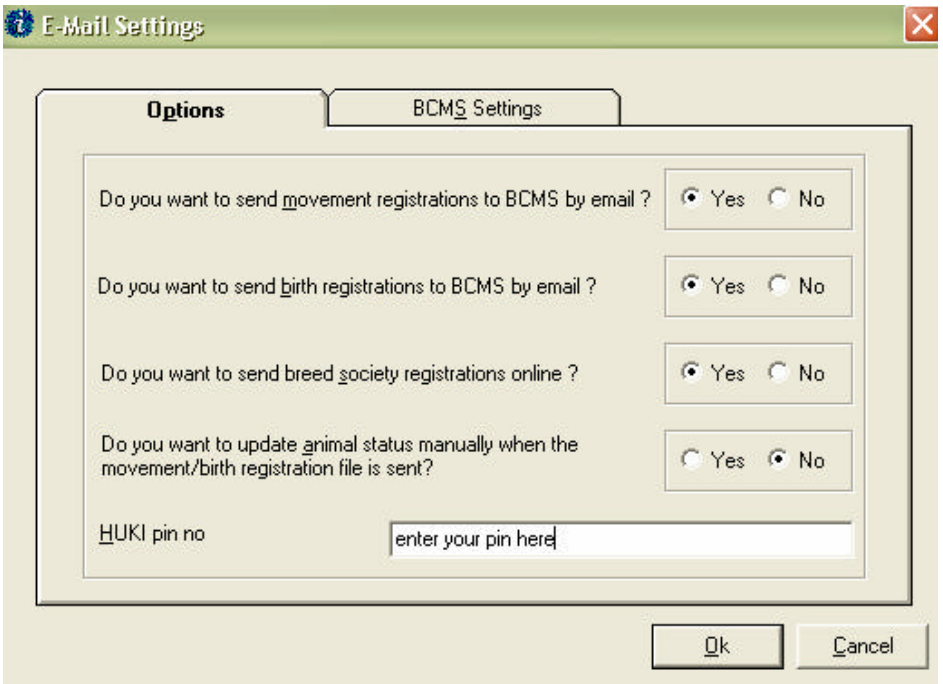
- ✓ already registered with the breed society for a PIN number
- ✓ Microsoft internet explorer loaded
- ✓ a working internet connection
- ✓ the latest version of *impel*PRO installed before you can begin to register your animals.

Setting up your *impel*PRO for pedigree registrations

Before sending your first registrations you will need to set up your *impel*PRO with your PIN number and your herd prefix.

Entering your breed society PIN number

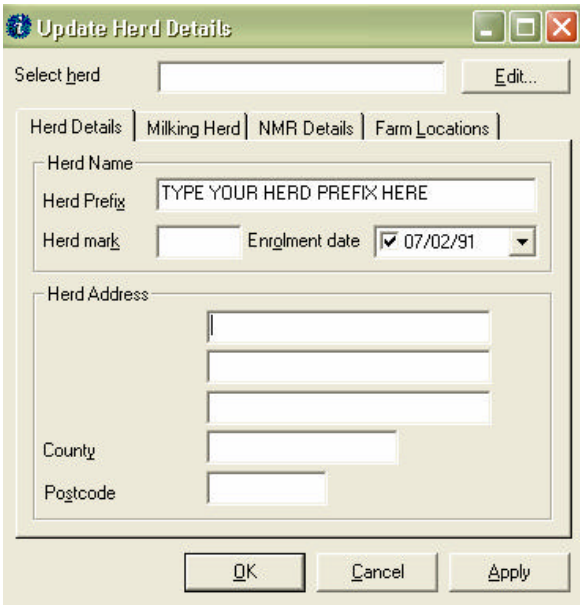
Firstly you will need to enter your PIN number into your *impel*PRO. To do this open up your main *impel*PRO menu, now left click on **Tools_ Options_ E-mail settings**, the screen will now be displayed as below:



On the screen shown above select **Yes** to the question "Do you want to send breed society registrations online?" the HUKI pin no section will then become available. You can now remove any text already in here if necessary and type in your own 6 digit breed society PIN number. Once your PIN number is clearly displayed on the screen, left click on **OK.**

Entering your Herd Prefix

You will also need to make sure your herd prefix is entered in your *impel*PRO before you can send for pedigree registrations. To enter your herd prefix, from the main *impel*PRO menu left click on **Edit_ Herd Details,** the screen will now be displayed as below:



In the "Herd Prefix" section type your full herd prefix in block capital letters then left click on **OK.** (NB – this may already be filled in if NMR have your prefix recorded, and will have been entered with the import of your data).

Once you have entered both your PIN number and your herd prefix you are now set up and ready to send your pedigree registrations.

Preparing to send breed society registrations on line

The breed society on line registrations work very much the same way as when you send passports to BCMS through your *impel*PRO. The difference being is that when you send a passport to BCMS an e-mail is created and is sent to BCMS. Online breed society registrations are sent directly to the HUK website so there is not even any need for any emails to be created.

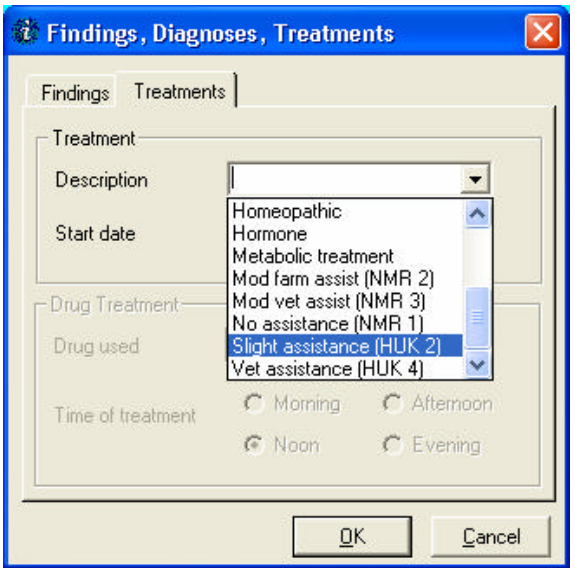
Entering calf details

The points below must followed before creating an online registration.

- To send an on line breed society registrations the calf's details MUST be enrolled through the dam's calving event.
- The dam must be a pedigree dam and have her full identity details already entered into the *impel*PRO.
- The service sire to the calving must also be a full pedigree sire.

If the above rules are followed then all you need to do next is add a calving event as normal through any of the various data entry screens. The calf enrolment screen will automatically appear as normal, but will now allow for a full pedigree calf name to be entered and will have a new tick box which should be automatically ticked to apply for a breed society registration electronically - as follows:

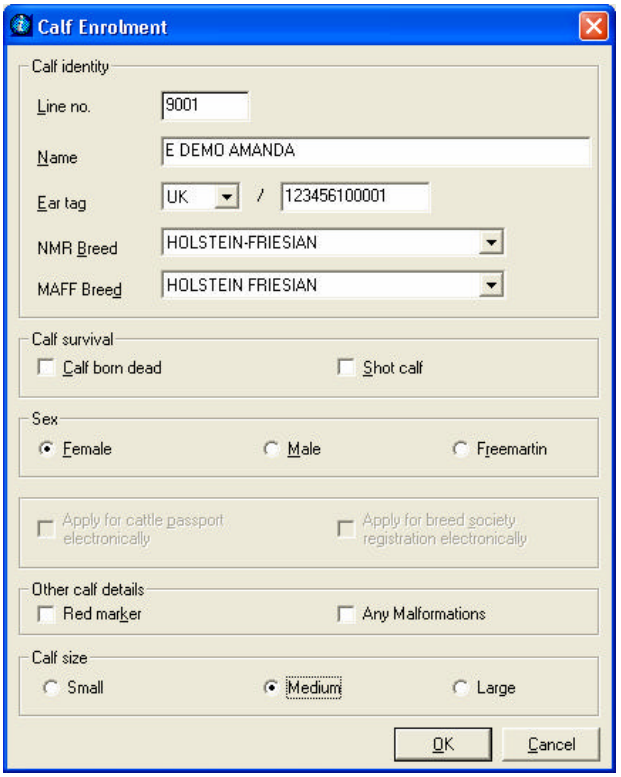
When entering the calving event, after you have selected the event date you will see a **Findings Diagnosis and Treatments** screen appear as below:



In here you can record the calving difficulty for HUK if you are required to do so. Select the **Treatments** tab and select the calving difficulty, you have a choice of HUK number's 2 (slight assistance) through to number 5 (Caesarean), If no assistance was required at the calving event you do not need to select a calving difficulty for HUK (hence there is no number 1 HUK available). Once you have selected the calving difficulty left click on **OK.**

You will then be asked "Are there any more details to be added" If you have any more treatments or findings to add with the calving event you can say "Yes" to this message and continue to add the details. Otherwise you can continue straight to the calf enrolment screen. (Note if you also need to fill in the calving difficulty for an NMR calving survey form you will need to say 'Yes' and select the NMR calving difficulty.)

You can then continue to enrol the calf as follows:



The prefix will already be filled in. Simply fill in the calf's line number, name, eartag, breed and sex then left click on **OK.** The calving event will now be entered, the calf will now be enrolled and a breed society registration file will have now been created on the file transmission wizard.

(NB If you also apply for cattle passport's to BCMS using your *impel*PRO you can carry on doing this as before. In the picture shown above after clicking on **OK,** a breed society registration file will have been created as well as a cattle passport file.)

You can enter numerous calving events and therefore enrol numerous calves before going to electronically send the registrations.

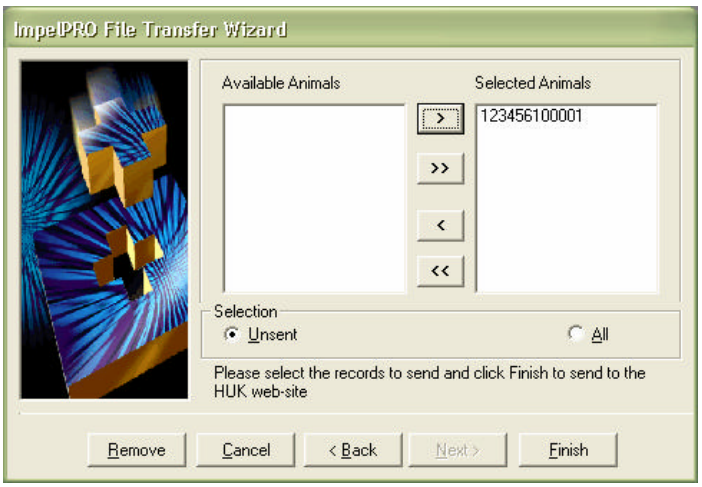
How to electronically send breed society registrations

Once you have successfully enrolled a calf through a calving event you will now have a breed society registration file for the calf on the **File transmission wizard.** Just like when you send cattle passports you can close down *impel*PRO if needed and send the registrations later. The registrations will remain on the file transmission wizard until they are sent.

Using the File Transmission Wizard to send breed society registrations.

From the main *impel*PRO menu left click on **Mails** button, or go to **Modules_ Movements_ File Transmission Wizard.** The wizard will now open, click **Next** to begin, the following screen will appear:

Choose the option as above to "Create breed society registration file" then again click on **Next**. Follow the remaining screens through choosing **Next** until the below screen appears:



As when sending movements or passports all you do now is select your animal (s) by highlighting it from the **Available animals** section and using the arrow buttons to move the animal (s) across into the **Selected Animals** section.

Once the animal (s) you wish to send are sat in the **Selected Animals** section you can then click on **Finish.** On pressing "Finish" your *impel*PRO will automatically prompt your internet connection, you must now connect to your internet enter your password as normal and the registration will then be sent.

Once sent the File transmission wizard will close down so you are back at your normal *impel*PRO screen.

Please Note – Any animals appearing under **Available Animals** and are shown in red are animals whose breed society registrations are late. You are likely to pay a fine for late pedigree registration applications.

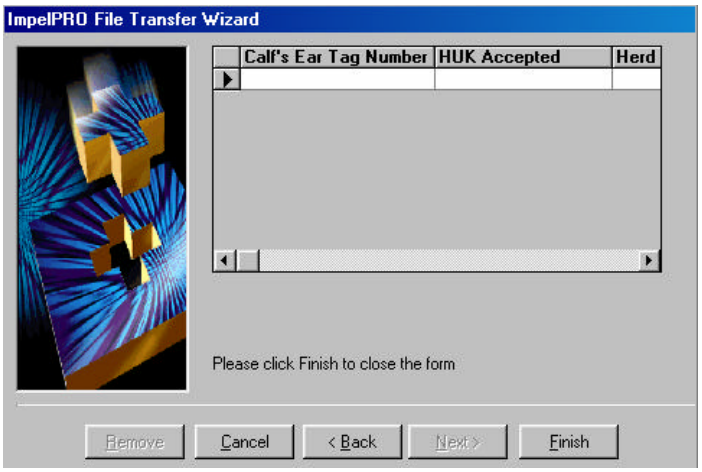
- Animals appearing in red with a '*' are over 30 days late.
- Animals appearing in red with '!!' are over 45 days late. – Once an animal is over 45 days late you can not send a registration from your *impel*PRO. Any registrations you wish to send which are this late you will have to send manually.

(NB your internet connection may not automatically disconnect once the registration has been sent, once the registration has been sent you may want to check your connections and manually disconnect from your internet.)

To check your registrations have been sent

If you want to check that the registration has been successfully sent you can re-open the **File Transmission Wizard** and this time choose the **"View/Update breed society registration transfer file"**

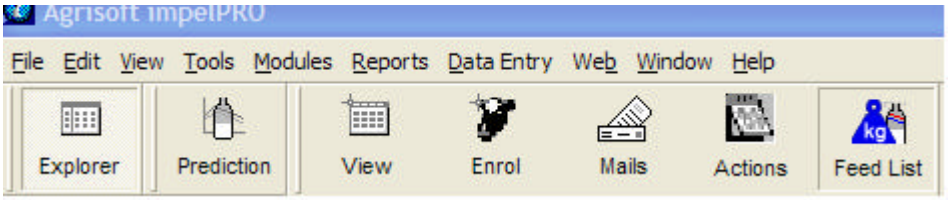
Again follow the screens through clicking on **Next** until the below screen appears:



All successful transmissions will be displayed here with the calf's eartag and a "HUK Accepted" code.

The Feed Module

The Feed Module is available on V1.6 or later. If available it can be accessed through **Modules_ Feed/Yield Reporter** or by single left clicking on the new feed list button present on the tool bar.

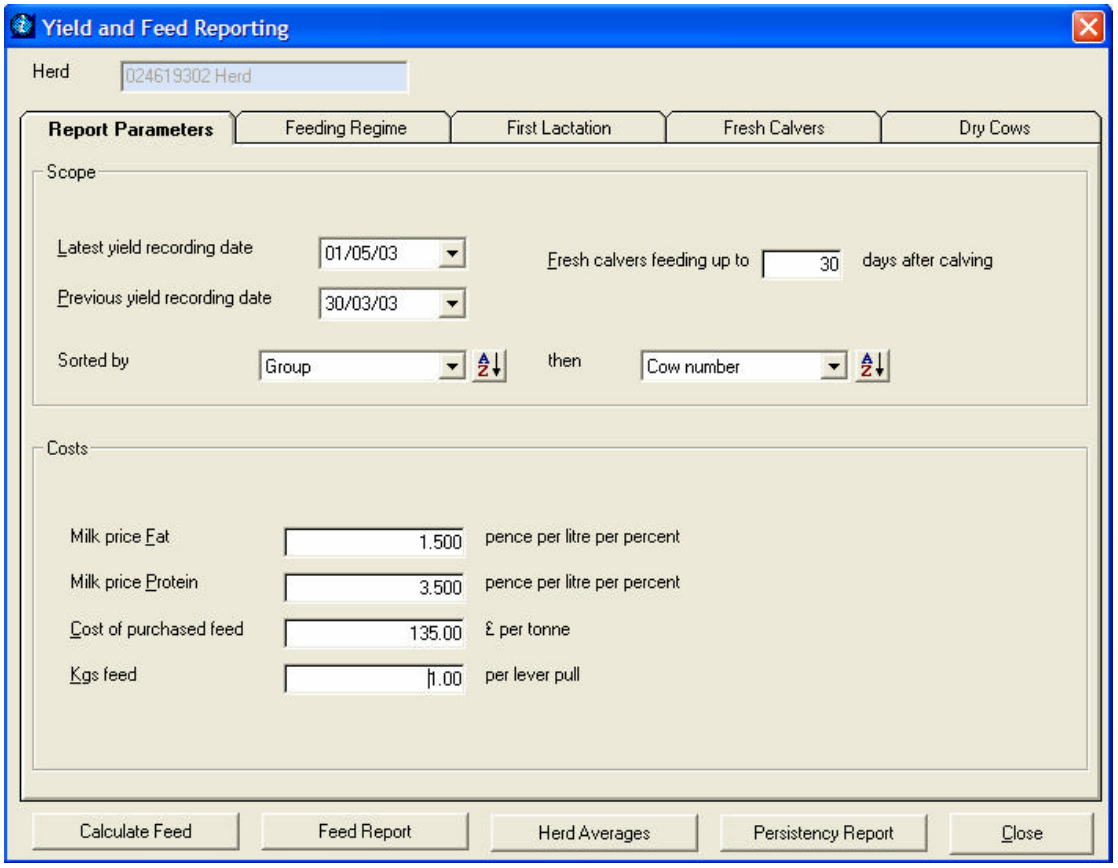


Setting up the Feed Module

The initial screen is the Report Parameters. This is where you can set the dates of the yields you wish to base the feed allocation upon. Usually you could use the NMR yields, though there is the option in data entry to enter your own milk yield data upon which you could then base your allocation. To the right of the screen is the number of days an animal will remain a fresh calver. Fresh calvers can then be fed to a different allocation.

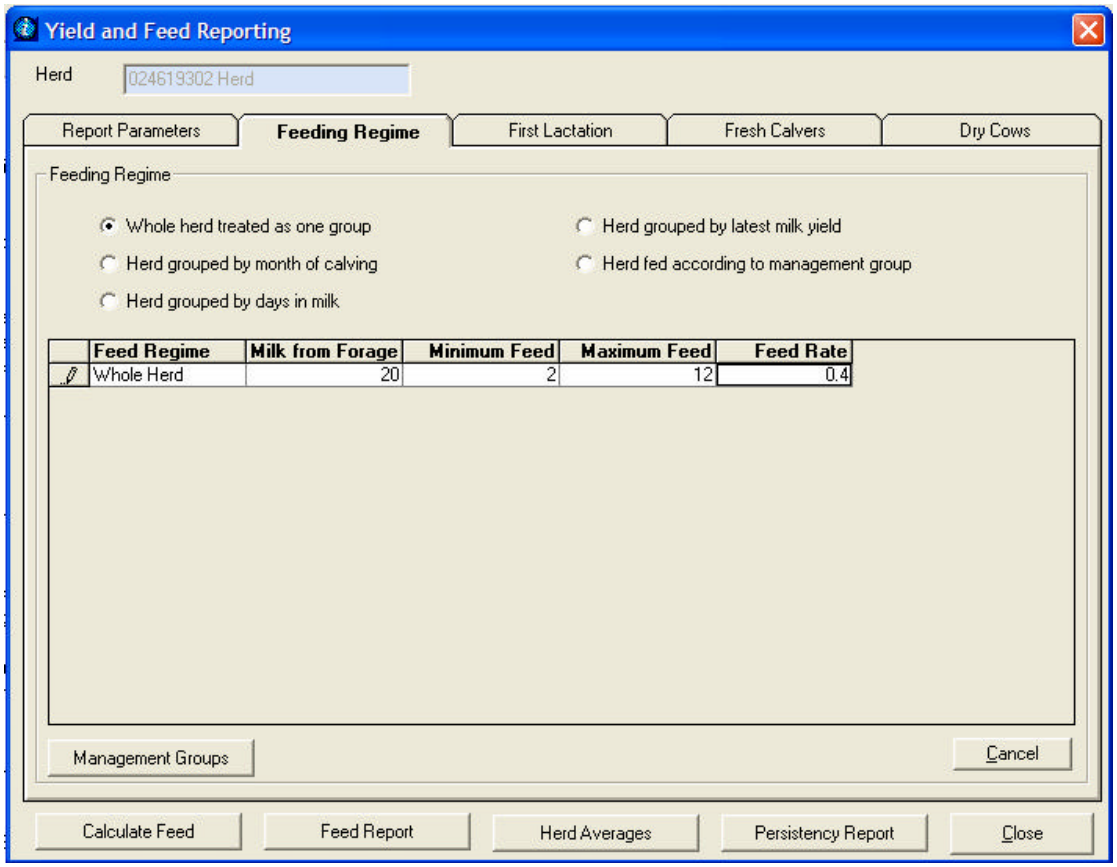
The 'sorted by' section allows the report to be ordered in the most convenient way for feeding. This could be by group then cow number, calving month, animal number, etc.

The last section is cost. It is not necessary to enter data in here as the allocation can be performed without this information.



Feeding Regime, First Lactation, Fresh Calvers and Dry Cows screens

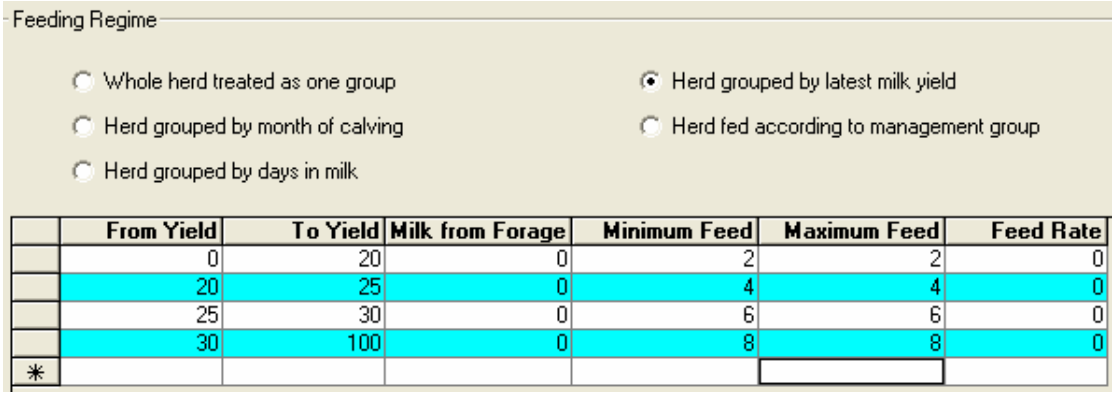
These screens are used to allocate the feed regime to the relevant animals. If animals are first lactation they are fed using the allocation set on the First Lactation page. If the animals are fresh calvers (The number of days an animal remains a fresh calver is set on the report parameters page) they are fed to the allocation set on the Fresh Calvers screen, the dry cow on the dry cow screen. All animals that do not fall into any of the previously mentioned groups are allocated through the feeding regime screen.



To allocate feed

Choose how you want to feed the animals. For example, do you want to allocate feed by days in milk, milk yield or a management group? The example above is set to feed the animals with regards to their milk yields, feeding a minimum of 2Kgs even if the animal is not producing 20Kgs milk. For any animals producing over 20Kgs they will be fed at a rate of 0.4Kgs per Kg of milk. The feed allocation will not exceed a maximum of 12Kgs.

The regime below shows feed being allocated to animals grouped by latest yield. The groups are specified on the left and the minimum feed is allocated so that the animals in a specific group will all be fed the same amount.

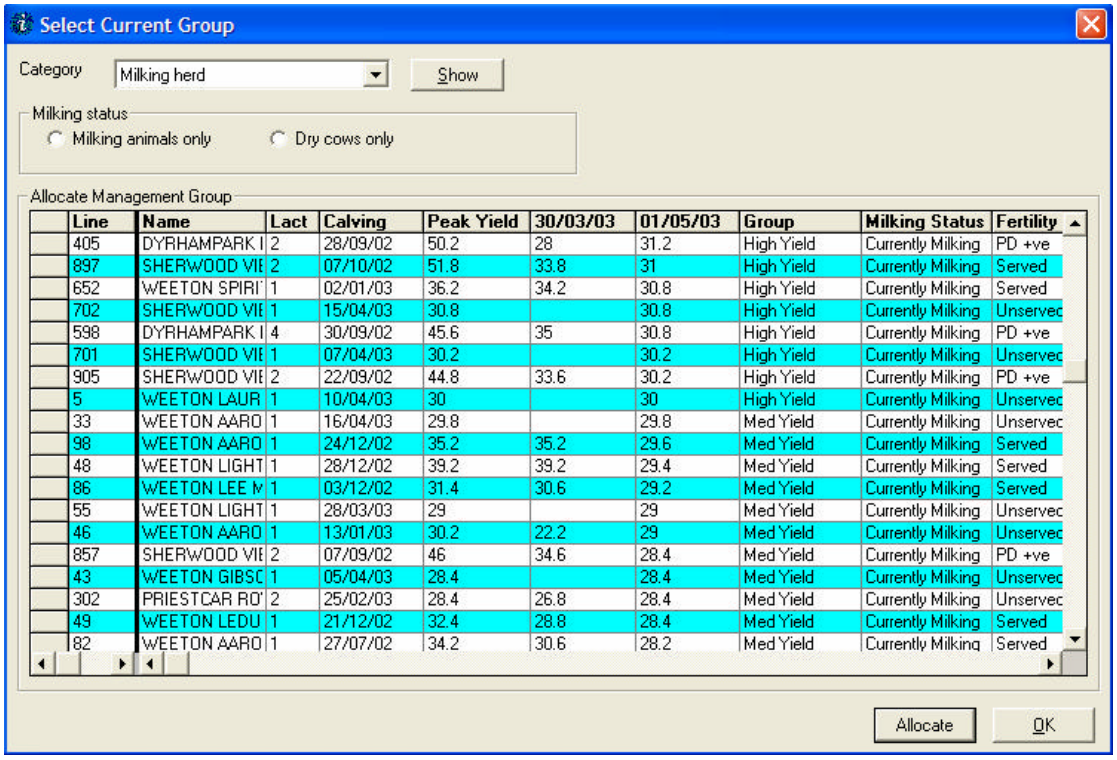


From Yield	To Yield	Milk from Forage	Minimum Feed	Maximum Feed	Feed Rate
0	20	0	2	2	0
20	25	0	4	4	0
25	30	0	6	6	0
30	100	0	8	8	0
*					

To feed animals by group then they must fist be allocated to the correct group. This can be completed through the section management groups.

Management Groups

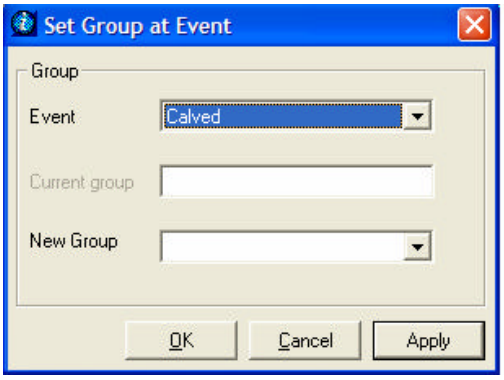
To change management groups, select the animal to change then make the allocation using the allocation button. You can select multiple animals in a couple of ways, e.g. by holding the shift '⇧' key and selecting a block of animals or by holding the 'Ctrl' key then selecting animals in any order. Also the screen can be sorted as a standard view, by right clicking on the relevant title. Therefore to allocate the high yield group the view could be sorted by yield and the animals selected in a block using the shift key.



Line	Name	Lact	Calving	Peak Yield	30/03/03	01/05/03	Group	Milking Status	Fertility
405	DYRHAMPARK I	2	28/09/02	50.2	28	31.2	High Yield	Currently Milking	PD +ve
897	SHERWOOD VIE	2	07/10/02	51.8	33.8	31	High Yield	Currently Milking	Served
652	WEETON SPIRI	1	02/01/03	36.2	34.2	30.8	High Yield	Currently Milking	Served
702	SHERWOOD VIE	1	15/04/03	30.8		30.8	High Yield	Currently Milking	Unservec
598	DYRHAMPARK I	4	30/09/02	45.6	35	30.8	High Yield	Currently Milking	PD +ve
701	SHERWOOD VIE	1	07/04/03	30.2		30.2	High Yield	Currently Milking	Unservec
905	SHERWOOD VIE	2	22/09/02	44.8	33.6	30.2	High Yield	Currently Milking	PD +ve
5	WEETON LAUR	1	10/04/03	30		30	High Yield	Currently Milking	Unservec
33	WEETON AARO	1	16/04/03	29.8		29.8	Med Yield	Currently Milking	Unservec
98	WEETON AARO	1	24/12/02	35.2	35.2	29.6	Med Yield	Currently Milking	Served
48	WEETON LIGHT	1	28/12/02	39.2	39.2	29.4	Med Yield	Currently Milking	Served
86	WEETON LEE M	1	03/12/02	31.4	30.6	29.2	Med Yield	Currently Milking	Served
55	WEETON LIGHT	1	28/03/03	29		29	Med Yield	Currently Milking	Unservec
46	WEETON AARO	1	13/01/03	30.2	22.2	29	Med Yield	Currently Milking	Unservec
857	SHERWOOD VIE	2	07/09/02	46	34.6	28.4	Med Yield	Currently Milking	PD +ve
43	WEETON GIBSC	1	05/04/03	28.4		28.4	Med Yield	Currently Milking	Unservec
302	PRIESTCAR RO'	2	25/02/03	28.4	26.8	28.4	Med Yield	Currently Milking	Unservec
49	WEETON LEDU	1	21/12/02	32.4	28.8	28.4	Med Yield	Currently Milking	Served
82	WEETON AARO	1	27/07/02	34.2	30.6	28.2	Med Yield	Currently Milking	Served

Auto Grouping

Once grouped the management of the animal grouping can be set automatically, through **Tools_ Options_ Set Group Changes**. Decide which event you require and select the group into which the animals will be moved automatically and click apply.



Feed Report

Once the allocation details are correct the 'allocate feed' button must be selected. This then performs the feed calculation for the animals in the herd. If the feed report is viewed before the feed is calculated a blank report will be shown.

To view the report, select 'Feed Report'. The report will show the animals and their allocation in the order selected on the reporting parameters screen. The concentrates should be calculated accurately to one decimal place using the milk Kgs and the feed settings. However the Lever Pull is calculated to the nearest Pull. The size of 1 pull is set on the report parameters page.

The report also indicates which lactation and feeding group the animals are in as well as their management group.

Cow ID	Lact No.	Calving Date	Days	Feeding Group	Peak Yield	Yield 30Mar	Yield 1May	Concs	MOC 1May	Lever Pulls	Group
881	2	17Sep02	310	Whole Herd	50.8	42.4	36.2	6.5	3.23	6	High Yield
890	2	18Sep02	309	Whole Herd	44.0	30.8	24.6	2.0	4.59	2	Med Yield
905	2	22Sep02	305	Whole Herd	44.8	33.6	30.2	4.1	4.21	4	High Yield
118	3	24Sep02	303	Whole Herd	41.8	38.8	33.2	5.3	4.76	5	High Yield
878	2	24Sep02	303	Whole Herd	34.2	26.0	25.2	2.1	3.57	2	Med Yield
856	2	25Sep02	302	Whole Herd	49.6	45.2	38.4	7.4	5.03	7	High Yield

The other buttons at the base of the screen are Herd averages and Persistency Report. Herd averages, herd margins and the persistency reports are available to aid the allocation decisions or to confirm the feed allocation is set correctly for the holding. Milk values and prices are all calculated using the values entered on the report parameters screen.

The herd averages page shows average milk production, feed and margins for management groups, month of calving or management group.

Herd Margins
Herd Margins
Herd Averages
Herd margins for 01/05/03
Number cows in milk
121
Cows recorded
108
Cows dry
8
Total quantity of milk
3275
Milk value
£ 515.11
Fat %
3.12
Protein %
3.2
Total kgs of purchased feed
898
Feed cost
£ 121.18
Kg / cow
7
Margin over purchased feed
£ 397.44
Margin / litre
12 p
Margin / cow
£ 3.08
Cancel

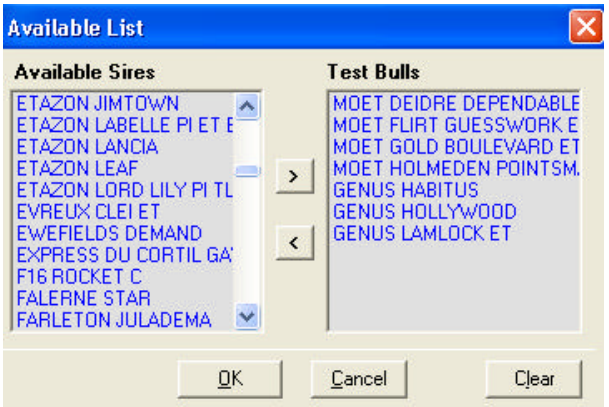
NMR Calving Survey Forms

For many years test bulls have been used for sire improvement programs and many of you will have filled in green NMR calving survey forms and sent them back to NMR. To avoid duplication of work we have now made calving survey forms available to be filled in and printed out from your *impel*PRO. The calving survey form is effectively filled in as you enter your calving events into *impel*PRO.

Follow the below steps to set up calving survey forms in your *impel*PRO:

1. **Setting up test bulls** -

Calving survey forms are required to be filled in for test bulls. In order for *impel*PRO to know whether or not to produce a survey form after a calving, the sire to the calving event should be set up as a test bull. To do this from the main *impel*PRO screen left click on **Data Entry_ Test Bulls** the following screen will then appear:



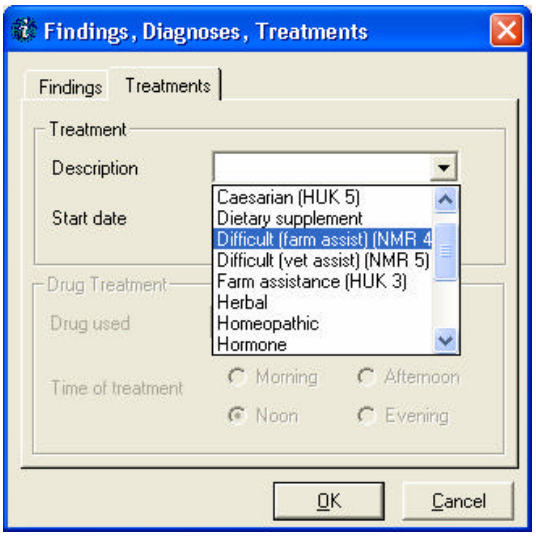
On the screen above you must use the arrow buttons to select the test sires that you use from the left of the screen to the right. (Just like setting up your favourite sires). Once you have selected your test sires left click on **OK** to save and close the screen.

2. **Entering Calving events to produce Calving Survey Forms** -

Once you have set up your test sires screen, as soon as you enter a calving event for an animal served by a test sire a calving survey form will be created. However the created calving survey form will only be automatically filled in if the below procedure is followed when entering the calving event.

The calving events can be entered from the same place in the program you would normally enter them, so whether you use the Rapid Event entry screen, or whether you enter your calving events on the individual animal from Browse Milking herd it makes no difference. There are just two new things you must remember to fill in.

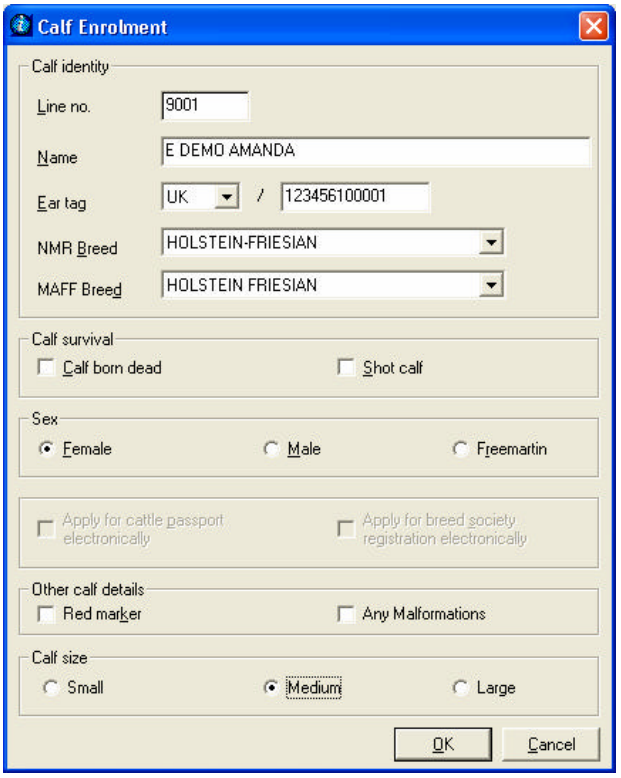
When entering the calving event, after you have selected the event date you will see a **Findings Diagnosis and Treatments** screen appear as below:



In here select the **Treatments** tab and select the calving difficulty, you have a choice of NMR number's 1-5; left click on **OK** once you have chosen the calving difficulty.

You will then be asked "Are there any more details to be added" If you have any more treatments or findings to add with the calving event you can say "Yes" to this message and continue to add the details. Otherwise you can continue straight to the calf enrolment screen.

The calf enrolment screen will now appear as below:



Fill in the calf details as you would normally, remembering to now select the **calf size** and to fill in any **other calf details** as appropriate. (Note these sections of the calf enrolment screen will be greyed out if a test sire has not been used.)

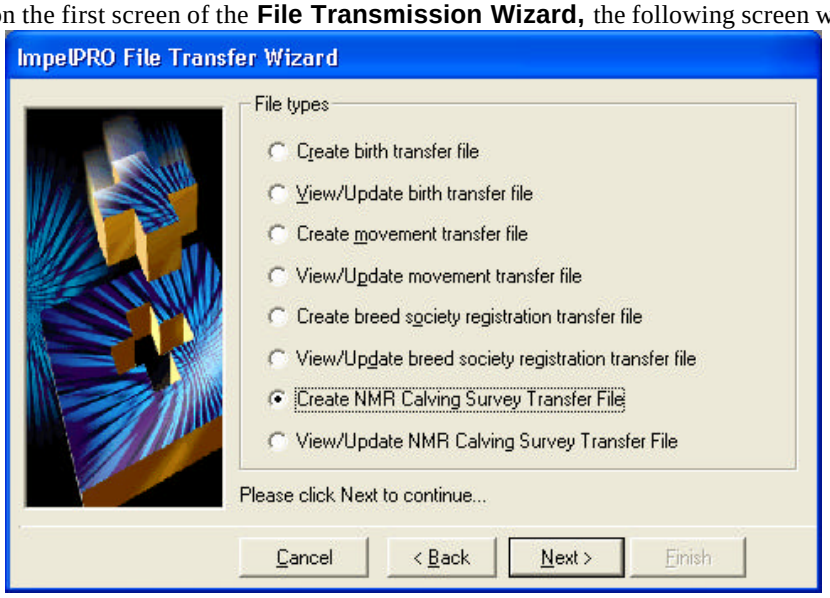
When the calf enrolment screen is complete left click on the **OK** button to save and exit the screen, a calving survey form will have now been successfully completed.

Producing the Calving Survey form for NMR

The completed Calving Survey forms should be printed out and sent into NMR via your Milk Recorder or placed into the sample box to be passed to NMR. (It is hoped that eventually it will be possible to email the form directly to NMR, but currently the form must be printed out.)

The completed forms will be sat on the **File Transmission Wizard** to access this click on the button form the main *impel*PRO screen.

Click on **Next** on the first screen of the **File Transmission Wizard,** the following screen will then appear:



As above select the option to **Create NMR Calving Survey Transfer File,** then again click on **Next.** Follow the wizard through until you reach the final screen shown below:

The dam that has calved will appear displayed by her line number and the calving date under the "Available animals" section. Use the arrow buttons to put across the animal for the Calving Survey forms you would like to print off. Then when the animal is on the right hand side of the screen you must then left mouse click once on the animal to highlight it (as shown above). When the animal is highlighted under the "Selected Animals" section, the **Print** and **Remove** button's become available. You can now print the calving survey form for the calved animal then remove the animal from the wizard using the remove button.

The Printed Calving Survey form should be then passed to NMR via your Milk Recorder or by placing it in the sample box.

Sires showing on the Changed Animals_ Milk Recorder's Event List

Sires that are enrolled incorrectly onto your *impel*PRO will often throw up lots of animals on the changed animals_ contractors' event list. NMR is aware that it is difficult for *impel*PRO users to distinguish between the breed codes and the herdbook number or for them to enter the correct AI code when the user doesn't always have the full information on farm, however if you follow the below notes it should give you a further understanding of how to correctly enrol your sires and how to put them right.

In the example below an *impel*PRO user has enrolled the sire Eastland Figaro with a herd book number of 63110314547. This is incorrect 63 is the numeric breed code of the sire (Dutch Holstein-Friesian).
NMR record this sire as EASTLAND FIGARO, breed 63, AI code FH7877, Herd book number 110314547.
As the *impel*PRO user has enrolled this sire differently to NMR there is a conflicting difference between all animal identities's where this sire is used. This causes all the animals using this sire to appear on the Changed Animals_ Contractor Event list.

These types of sires will normally appear as duplicate sires in your *impel*PRO because they have different details.

How to delete duplicate / incorrect sires from your *impel*PRO

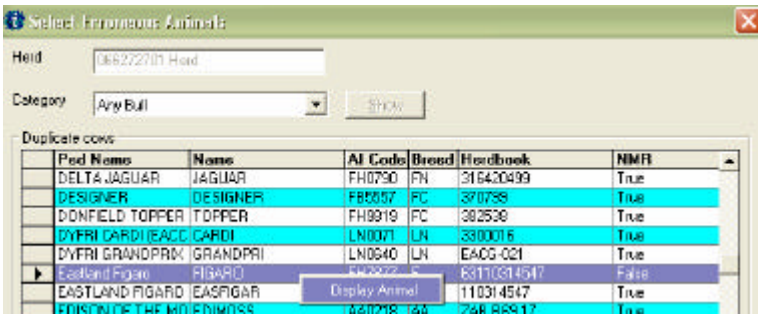
Firstly, it might be advisable to back up your data before deleting any duplicate animals if you don't yet feel confident at doing it. At least if you do a back up before you begin you can easily bring an animal/sire back if you accidentally delete something you didn't mean to, please see previous notes on this.

Go to **Tools_ Select Animals to Delete**.

You will now be asked "Have you made a backup of your data" click **OK** to this message. From the **Select Erroneous Animals screen**, drop down the Category box, choose **Any Bull** then click on **Show**.

Now scroll down the sire list and find your duplicate sires. They will both probably be sat together on the list. Choose the sire you want to delete, remember the one you want to delete is the one that say's False in the final column.

Right mouse click on the sire you want to delete, then left click on **Display Animal.**

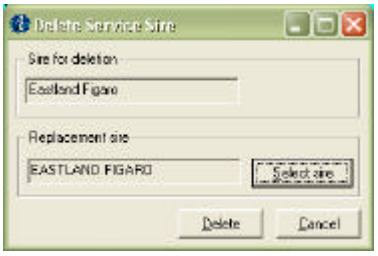


The **Delete Service Sire screen** will now appear. Here click on **Select sire**.

Now make sure the sire list you are looking at is on '**All Sires**' (not just your favourites).

Scroll down the list and find the two sires again. This time you need to select the correct sire, the one you want to keep. Remember this is the one with the full Pedigree name and the Herdbook number will not have the breed code at the beginning of it. Find the correct sire and press **Select.**

You will now see the **Delete Service Sire screen** again as below:



Now press the **Delete** button. You will be asked "Are you sure you wish to delete sire…." Click **Yes** to this message. You should then get the message "**Deletion Successful**"

You will now have replaced all service entries that had the wrong sire with the correct sire. If you want to see changes displayed on the contractors changed animal list you will first need to run "Recalculate animal status" (this is found under the Tools menu).